



**Board of Trustees Annual Meeting
February, 2019**

Present: James Banko, Beth Brown, Rebecca Carovillano, Bridget Doherty, Laura Hunter, Ellen Kornfield, Stephen Russell, Mark Turbiville, Amber Osborne (Swarthmore Public Library Director), Janis Stubbs (Delaware County Libraries liaison)

Absent: Laura Kosmalski

Meeting Called to Order: 7:35 p.m.

DCL Liaison: DCL liaison Janis Stubbs attended the meeting. After general introductions, Janis highlighted basic roles of trustees. She outlined the structure of the Pennsylvania library system. And she generally introduced DCL. Summary handouts are attached.

Friends of the Library (Friends) Report: Amber gave an update on behalf of Carol Kennedy. They're concentrating on the book sale and the upcoming 90th anniversary celebration.

Approval of January 22, 2019 Meeting Minutes: Laura Hunter's name was corrected. Bridget motioned to approve the minutes; Mark seconded. All in favor; motion carried.

Library Director's report: Amber reviewed the attached Report. Highlights include: Hoopla charges have exceeded \$400 for two months in a row and so Amber will implement a daily limit. Staff and volunteer training is coming up.

Committee Reports:

- a. **Finance:** Rebecca reported that for January expenses were \$29,269.39. Bridget motioned to approve the January Treasurer's report and vendor summary. Mark seconded. All in favor. Motion carried.
- b. **Personnel:** Director's duties over the summertime were discussed at the last meeting.
- c. **Nominating:** Nothing to report.
- d. **Strategic Planning:** Nothing to report.
- e. **Development:** Amber attended a Keystone grant workshop. Applications are due in April. We won't be ready for an application this year, but may be able to apply next year. Bridget and Amber met with Sarah Graden to go over the findings of the consultant's report. At the next general government committee meeting at Borough Hall, Laura and Amber will attend. The hope is that the committee will hire an external consultant to assess the space needs of borough hall as a whole.
- f. **Book It! 2019:** Rebecca thanked those who have been working to find sponsorship for Book It! We're now a little over \$1000 into our \$8000 goal.

Delaware County Libraries (DCL) Board meeting report:

- a. **February 7 at Helen Kate Furness Free Library:** Ellen attended. DCL will have homelessness in the library training. A new DCL board was elected. Ellen thought that Ridley had some interesting fundraising events. Ellen recommended reaching out to the Foundation for Delaware County.
- b. We would like a trustee to attend Delaware County Library Foundation focus group a March 20 at 6:30pm.

Old business:

- a. **Bylaw review/revision:** Tabled until next month. James will look into it.
- b. **Committee assignments:**
 - Finance:** Rebecca (Chair in her capacity as Treasurer), Mark, and James.
 - Development:** Laura K., Laura H., Mark, and Stephen.
 - Personnel:** Bridget (Chair), Rebecca, and Stephen.
 - Strategic Planning:** Laura H and Beth
 - Nominating:** Laura K (Chair) and Ellen
 - Public Relations:** Beth, Ellen, and Mark
 - Friends of the Library Liaison:** Mark

New business:

- a. **Volunteer Handbook:** Amber has circulated the volunteer handbook. Comments must be returned by Friday 22.
- b. **Funding request:** Amber requested \$299 for Crowdspring for a new library logo. Bridget moved to approve request. Ellen seconded. All in favor, motion carried.

Our next meeting will be Tuesday March 19 – 7:30 p.m.

Adjournment: Bridget moved to adjourn the meeting; Mark seconded. All in favor. Meeting adjourned at 9:03 p.m.

Submitted by Stephen Russell