

**Present:** James Banko, Rebecca Carovillano, Laura Hunter, Ellen Kornfield, Laura Kosmalski, Amber Osborne (Swarthmore Public Library Director), Carol Kennedy (President, Friends of Swarthmore Public Library), Beth Brown, Bridget Doherty

Absent: Mark Turbiville

Meeting Called to Order: 7:33 p.m. James Banko presiding.

**Friends of the Library Report:** Report submitted by Carol Kennedy. Book and Bake Sale raised \$9400. Bake goods were \$900+ of that amount. Fundraising letters at the printer. In home Thanksgiving weekend. Donors of \$100+ will get a personalized letter (100-118 people). Betty Dowling will be President in February - still working to fill the entire slate for the board.

**Approval of October Meeting Minutes -** Rebecca moved to approve the minutes. Laura H seconded. All in favor. Motion carried.

**Nominating Committee:** Adjusted the agenda so Bridget could be part of the vote on new Board member. Ellen presented the committee recommendation of Dr. David Langdon. Motion to accept Dr. Langford - Bridget, Beth second. Motion passed. Ellen will contact Dr. Langdon and other two applicants. Dr. Langdon will be invited to December meeting. Laura H has agreed to take over role of secretary.

**Library Director's report:** Report received. Quarterly report of programs: 29 adult programs compared to 23 in 2018 - 333 attendees. 63 Children's programs vs 79 programs last year. 1327 attendees. Halloween parade had 300 participants! Amber and Carol Mackin attended a DCL Policies and Procedures Workshop going over DCL policies and procedures for circulation, public computer, and internet use.

## **Committee Reports:**

- a. Finance: September expenses: \$23,120.39. October expenses of \$25,032.95. Beth moved to accept September and October reports and vendor summary. Bridget seconded. Motion passed.
- **b. Personnel:** Amber's review was conducted. Discussion around fundraising and overlap of Board, Amber and Friends. Discussion around the PR plan and implementation. Consensus is Board needs to make some decisions around fundraising. Staff reviews will be completed 1st and 2nd weeks of December.
- c. Nominating: see above

- **d. Strategic Planning:** Beth and Laura H to kick off the process in January. Plan will be worked on throughout the year. The committee will seek community participants as well.
- e. Development: Nothing to report.
- f. Fundraising: Rebecca sent an email offering dates on fundraising committee kickoff.

# Delaware County Libraries (DCL) Board meeting report:

- **a.** 2020 Sign up sheet passed around.
- **b.** December 5 Bridget will attend

## Old business:

**a.** Perpetual calendar updates. Some require change in bylaws. James to check into that and let us know.

### New business:

a. Discussion on developing a PR plan with Board participation.

## Our next meeting will be Tuesday, December 17, 2019 at 7:30PM.

**Adjournment:** Laura H moved to adjourn the meeting; Ellen seconded. All in favor. Meeting adjourned at 8:35 p.m.

## Submitted by Laura Kosmalski