

Board of Trustees Meeting February 21, 2023

Roll Call:

Present: David Langdon, Tom Melvin, Ellen Kornfield, David Murphy, Abigail Cengel, Sonya Pappas, Anny Laepple (Delaware County Library District Consultant)
Absent: Kate Maloney-Gross, Beth Brown, Jenn Prevoznik McNamara

Friends of the Library report: The store continues to do well, earning approximately \$1100 a month. The friends will give \$40K to the library for collections in 2023. The book sale is scheduled for May 5th, and tentatively a second sale the 1st weekend in November.

Delco Library Consultant: Anny Laepple spoke briefly about the Delaware County Library system, it's 26 locations, and her role as well as the role of the county's to support Swarthmore Library. There is a wide variety of libraries and their financial support throughout the state, with 29 districts in all. Two main focuses at the county level are 1. Equity of access and 2. Library Development, which includes professional development for staff and directors. Anny was at the Radnor Library during its renovation and as such has considerable background in such projects. She's sending a list of possible candidates who could serve Swarthmore in a library consultant role.

Library Director's Report:

- Circulation is up 9% month over month
- They extended an offer for a part time associate and it was accepted.

Committee Reports:

Finance Committee: Sonya Pappas had a thorough and extensive update on the library's finances including several motions that were all passed unanimously. She handed out a P&L statement for January 2023, a balance sheet, and the itemized budget for 2023.

Motions:

1. Motion to review finances and authorized signers annually as a board (this had been the practice but not previously codified). Motioned by David, 2nd by Tom.
2. Motion to have a minimum of two authorized signers on all library accounts, including the PNC checking account and LiveOak accounts. The Library Director (Abigail Cengel) will be one signer, and the Board President (David Murphy) and Treasurer (Sonya Pappas) will be other signers. Motioned by David, 2nd by Ellen.
3. Motion to move money from WSFS Checking to PNC Checking, Close WSFS checking account. Motioned by David, 2nd by Tom.
4. Motion to remove previous Library Director, Amber Osborne, as an authorized signer on LiveOak accounts. Motioned by David, 2nd by Tom.
5. Motion to open an account with Stifel, and put \$250,000 into a money market. Motioned by Tom, 2nd by David.
6. Motion to make Barbacane, Thornton, & Co. our annual auditor at the cost of \$2,325, motioned by Ellen, 2nd by Tom.

Personnel Committee: No report.

Nominating Committee: President to write an open letter to the Swarthmorean as a library update and appeal to fill our open trustee position.

Development Committee: The committee met on February 15th. David Langdon updated the board on the meeting, and the committee was in agreement overall to use the 2018 assessment as a guideline for renovation plans. From that assessment, and from our discussion, some of the achievable driving factors:

1. A revised check-out desk with a smaller overall footprint.
2. The addition of self check-out.
3. A larger children's book section, primarily for people and seating.
4. Overall more, and more comfortable seating for adults in the library to create an inviting environment, space for meetings, and a warmer public space.
5. Increased staff interaction, possibly by rethinking the existing office space.

The committee will meet again in March, with the goal of interviewing and nominating a library consultant to shepherd these changes.

Public comment: NA

Next Meeting scheduled for 3/21/23, 7pm

Meeting adjourned at 8:40pm