



**Board of Trustees Meeting
September 5, 2023**

Roll Call:

Present: Abigail Cengel, David Langdon, Ellen Kornfield, Jenifer Phillips, Beth Fitzsimons (Friends), Tom Melvin, Beth Brown, Martin Micklin, Scott Schumacher, Kerry Doyle
Absent: Jenn Prevoznik McNamara, Sonya Pappas, Dave Murphy

Ellen called mtg to order at 7:05 p.m.

Friends of the Library (FOL) report: Beth Fitzsimmons reported that people are using the new picnic tables. The FOL are planning to install plaques "Gift to SwPL from the Friends of the Swarthmore Public Library". FOSwPL are planning to hold a banned book event the first week in October.

Approval of June minutes: No changes. Beth moved to approve and Martin seconded. All members approved.

Library Director's Report:

- Program and Circulation Statistics – June through August
 - Summer months trended upward for 2023
 - Overall circulation was down from 2022, but up (or close to) 2021 Program highlights
- Wonderful Wednesdays
 - Childrens summer programs had 215 attendees total
- Adult Pride Picnic had 40 attendees
- SwPL changed to Library hours based on patron activity
 - Opening at 9 a.m. on weekdays and closing at 5 p.m. on Thursdays
- Summer Reading Summary
 - Children: over 100 bingo boards were returned for prizes in July and August
 - Adults: Tried a bingo board, but didn't get much response. Will try something different next year.
- Status of 2024 Borough Budget Request
 - General Government Committee is going to recommend an 8% increase to library funding for 2024 (additional \$16,537.68)
 - Staff update – Library Associates - One is out for surgery, returning early sometime between October through mid-November. A temporary staff member has been hired to help with desk shifts
- Upcoming event: Drag Queen Storytime, Sunday, October 8th. There was a discussion about possible protestors at the event. Beth offered to follow up with security planning suggestions.

Committee Reports:

Finance Committee:

- Financial Review Summary was approved.
- June-July Monthly Financial Reports: Dave L. moved to approved and Tom seconded. All members approved.

Fundraising Committee:

- Fall Fest Update: Ellen and Martin are working with Abby and her staff to plan Fall Fest (FF), which will take place on October 22nd from 11 a.m. – 2 p.m. Currently, FF has one Gold Level Sponsor (Heidi Foggo Home Teams), 2 Silver Level Sponsors, 4 Imprint (in-kind sponsor) and Heiler Painting, and 2 Bronze Level Sponsors, The Payroll Factory and Longwood Gardens (in-kind sponsor). Our goal is to have 4 or more Silver Level Sponsors and 4 or more Bronze Level Sponsors. The entertainment has been confirmed (magician). Ellen, Abby, Martin and Jenn are scheduled to meet via Zoom on Sept. 7 to



Swarthmore Public Library

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update planning and action schedule for FF. Ellen reiterated to the board members the need to secure more sponsorships.

Personnel Committee: no updates

Nominating Committee: Ellen submitted an article to request applications for Board Members, which will run in the 9/10 issue of the *Swarthmorean*. Calls for new board members are also on the library's home page. Ellen asked the board to reach out to anyone they think would be interested.

Development Committee: Tom, Martin, Dave L., Beth, Ellen and Abby met with public library building consultant, Rich Bowa to discuss the SwPL Improvement Project, next steps and timeline. Rich to draft an RFP for renovating our existing space to send to architectural firms within the next few weeks. The board voted to split the consultant fees (\$5,500 total) with the Friends of the Library. Library portion of funding will come from Bequest Fund.

Delaware County Board Meeting Report: No report due to Jenn's absence. Next Meeting is October 19th at 6:30 p.m. Tom Melvin is scheduled to attend.

Old Business: No old business

New Business:

- Abby mentioned that the Delaware County Annual Trustee Training is scheduled for Nov. 14, 7 p.m. on Zoom. Topic: "Board Blunders: Well Meaning Mistakes Board Members Make and Best Practices to Address Them." Two trustees are required to attend to qualify for county aid. Martin, Tom and Ellen said they plan to attend.
- A motion was made to approve a request for a waiver of Pennsylvania State Standards for weekend hours for 2022. The library had 6.5 weekend hours in 2022 instead of the required 7 hours due to economic hardship. Dave L. moved to approved and Tom seconded. All members approved.
- Abby updated the board on the status of a proposed Memorandum of Understanding (MOU) between the library and the Borough of Swarthmore in which the Borough Manager would ask the library pay for 25% of all utilities plus \$6,000 for property/liability insurance starting in 2024. After further discussion at recent Borough Meetings, at which Abby presented reasons why this is not feasible (SwPL board members Beth, Ellen and Tom also attended), it was agreed that an MOU is a good idea to have in place in the future to help define the relationship between the Borough and the Library and to outline the responsibilities of each, but more discussions need to happen before an agreement can be reached.
- **Public Comment:** No public comment

Adjournment: Meeting was adjourned at 8:05 p.m. Dave L. moved to adjourn, and Tom seconded. All members approved.

Next Meeting scheduled for **Tuesday, October 17th at 7pm.**