



Board of Trustees Meeting Minutes November 21, 2023

1. Roll Call: Dave Murphy (Board President), Tom Melvin, Ellen Kornfield, Jenn Provoznik McNamara, Martin Micklin, Beth Fitzsimons (President of the Friends)
2. Call to order.
3. Friends of the Library report
 - Fall Book/Bake sale earned \$3,474
 - As of 10/31, book shop had earned \$11,173
 - Spring Book/Bake sale earned around \$3,500
 - 2023 to date fundraising total is around \$18,000, slightly below previous years.
4. Approval of Meeting Minutes: October 17, 2023
 - a. Dave M. motioned, Tom seconded, all in favor, motion carried.
5. Library Director's report
 - October circulation statistics
 - Physical circulation following month-over-month trend, but overall down from 2022
 - Digital circulation is up
 - October program statistics and highlights
 - Halloween Parade – 200 attendees
 - Cemetery Storytime at Eastlawn Cemetery – 28 attendees
 - Adult Halloween Party – 19 attendees
 - What the Dead Know true crime presentation – 17 attendees
 - Period Products Drive: November 13th to January 8th
 - Collecting period products until January 8th. Products will be placed in Borough Hall restrooms after Jan. 8 while supplies last.
 - Winter Lights Display
 - In development by Eric Schaff, local Swarthmore sculptor. Reindeer sculpture and lights already out, more forthcoming.
 - Will be receiving a lawn sign from Swarthmore Town Center for voting. To vote, participants will donate to the organization (each dollar counts as 1 vote). After sign is received, trustees suggested putting donation link on additional marketing materials to increase fundraising.
 - Home for the Holidays 2023 (Saturday, December 2nd)
 - Grinch storytime, 10-11:30am in the Amphitheater – volunteers needed
 - Storytime, seasonal craft, and photo ops with the Grinch
 - A Christmas Carol reading, 2:30-5:30pm at the PAC – all slots filled
 - Tom raised the idea of setting up a table outside these events to fundraise and/or raise awareness for upcoming renovation. Abby noted that raising money for a renovation is a complex process that usually involves a good deal of planning. Tom will contact Abby after the meeting to discuss further.
6. Committee Reports:
 - a. Finance Committee:
 - i. Authorized signers update

- Dave M. motioned to add Martin Micklin as authorized signer to Stifel accounts. Tom seconded, all in favor, motion carried.
 - ii. October monthly financial reports
 - Dave M. made a motion to approve. Martin seconded, all in favor, motion carried.
 - iii. 2024 budget update
 - 2024 Operational Budget has been reviewed by committee members. Final vote will happen at Dec. Board meeting after Borough has voted to approve 2024 budget.
- b. Fundraising Committee
 - i. Fall Fest 2023 Summary
 - Raised just over \$2,200, about \$700 behind from last year. Difference is mainly due to fewer sponsorships in 2023. Ticket sales and raffle sales very similar from 2022 to 2023. Fundraising committee to have larger discussion to review.
- c. Personnel Committee:
 - i. Abby sent out a revised Special Circumstances PTO policy for consideration. If approved, it would add Special Circumstances PTO to the Employee Handbook permanently. Special Circumstances PTO had previously provided employees with additional PTO if they tested positive for COVID-19. The revised policy would allow employees to use Special Circumstances PTO for other illnesses (such as the flu or rotavirus) that typically require an absence of 3-10 work days.
 - Dave and Jenn generally agree with the policy, but limitations should be added. Abby will add limitations and will re-send for approval.
- d. Nominating Committee:
 - i. No updates.
- e. Development Committee:
 - i. 7 submissions were received in response to the RFP and were sent to the Development Committee. Top 3 submissions need to be selected by December 7th. The selection process was discussed. Abby will ask the consultant for a ranking system. The ranking system and submissions will be sent to all trustees. Final selection will happen at a virtual meeting on Dec. 5th. Submissions and ranking will also be sent to library staff and Friends of SwPL leadership. All rankings must be completed BEFORE the meeting on Dec. 5th.
- f. MOU Committee
 - i. Some preliminary ideas have gone out over email, nothing firm at this time. Committee will be meeting on Nov. 28th.

7. Delaware County Board meeting report

- a. October 19th meeting was in-person only due to last-minute technical difficulties.
 - i. DCL Board voted to require in-person attendance for trustees starting in 2024.
- b. Next meeting is Thursday, December 21st at 6:30pm. Dave Murphy is scheduled to attend.
 - i. Send public comments in advance to dclboard@delcolibraries.org
 - Include your name, township, and Library name, limited to 150 words.
- c. Takeaways from Trustee Training Tuesday, November 14th at 7pm on Zoom (Topic: Board Blunders)
 - i. Martin and Ellen attended. Speaker focused more on larger libraries, was not very helpful for small library boards.

8. Old business:

9. New business:

- 2024 Board Meeting Schedule: Jan. 23, Feb. 20, Mar. 19, Apr. 16, May 21, Jun. 18, Sep. 3, Oct. 15, Nov. 19, Dec. 17
 - Discussion about format of meetings. Hybrid is preferred for flexibility.

- Dave M. motioned to approve all meeting dates, all with hybrid meeting format. Seconded by Jenn, all in favor. Motion carried.

10. Public comment.

11. Adjournment.

Next meeting: Tuesday, December 19th at 7pm