

Minutes: Board of Trustees Meeting February 20, 2024

1. Roll Call: Present in person: Abby Cengel, Martin Micklin, Tom Melvin, Beth Brown, David Langdon. Present by Zoom: Murphy. Absent: Jen McNamara.
2. Called to order by Dave Murphy.
3. Friends of the Library report:
 - No attendees from the Friends to provide report.
 - Abby emailed the Friends' financial summary from January to the Board. Friends are still receiving donations in the mail from annual appeal. Expenses were PA state sales tax for bookshop.
 - Abby reminded the Board that the Friends' Annual Meeting is scheduled for Monday, 2/26 at 7pm in the library.
4. Approval of Meeting Minutes: Jan 2024 Minutes approved unanimously, motioned by David L., 2nd by Tom.
5. Library Director's report
 - 2023 public-facing Annual Report is completed and will be distributed.
 - Report will be distributed via library website, email blast to newsletter list, social media, sponsors and donors, article in the Swarthmorean, and emailed directly to the Friends, Borough Council, and the Borough Manager.
 - January Circulation Stats
 - Print items: Up by 2% from December 2023
 - Digital items: almost no change from December 2023
 - January Program Highlights
 - Ezra Jack Keats author presentation for adults: 23 attendees
 - DelcoGives Day 2024 (May 8-9): Update
 - The Library is officially registered and will be participating.
 - Kerry is working on the public-facing donation page. Additional marketing strategies are being discussed.
 - Nosh & Knowledge 2024
 - Scheduled for Thursday, May 2nd at 7pm at Ship Bottom Brewery
 - No fee to rent space, venue still open to public
 - Can include drink ticket (usually avg. \$7 per person) and bring in outside food
 - Need A/V equipment – Jenifer asking her husband to provide
 - Architect visit summary and next steps
 - Keller met with trustees, the Friends, and staff as a group to discuss initial thoughts about our vision. He also spoke with staff at length about their needs for the space.
 - The Friends suggested that we try to gather additional community feedback about the “vision” for the renovation.
 - The library conducted a formal survey in 2020 to gather community feedback, and feedback and ideas have been continuously gathered over the past 20 years.
 - Even if feedback is not needed at this point, raising community awareness is an important first step. Kerry created an informal survey for the desk asking patrons (adults and children) to design their “dream” library.
 - Keller will be sending a Program of Requirements (POR) for review. This details the measurements for what we have and the estimates for the space we will need for a renovation. After the POR review, we will move into space diagramming.
 - Abby to request timeline from Jim with specific dates for deliverables

6. Committee Reports:
 - a. Finance Committee:
 - i. January finances approved. Murphy, Micklin, and Langdon to meet in March.
 - b. Fundraising Committee: Needs to meet regularly, no Feb. meeting. Melvin and McNamara are the leads.
 - c. Personnel Committee: No meeting.
 - d. Nominating Committee: No recent meetings. Thanks to Jenn and Tom we have two new prospective members!
 - i. Beth Brown to contact Jessica Massey for interview.
 - e. Development Committee: No report.
 - f. MOU Committee: No report.
7. Delaware County Board meeting report
 - a. Last meeting was Thursday, February 15th at 6:30pm. Jenn Prevoznik McNamara attended.
 - i. DCL Board tabled the requirement for in-person attendance until they review the feedback from the ReThinking Libraries report. Virtual attendance will be available for 2024 meetings.
 - b. Next meeting Thursday, April 18th at 6:30pm. Dave M. is scheduled to attend.
 - c. 2024 signups: April 18 (Dave Murphy), June 20 (David L.), August 15 (Martin), October 17 (Beth Brown), December 19 (Tom)
8. Old business:
 - a. 2024 Officers: President, Vice President, Secretary, Treasurer
 - i. Dave Murphy approved as President for the next year.
 - ii. Voting for other officers will take place at the next meeting to include potential new trustees.
 - b. Committee assignments:
 - i. Finance Committee: Dave M., David L., Martin
 - ii. Fundraising Committee: Jenn, Tom, Beth
 - iii. Personnel Committee: Jenn, David L., Dave M.
 - iv. Nominating Committee: Beth, Tom
 - v. Development Committee: Dave M., David L., Tom
9. New business:
 - a. Recapped prior discussion on the importance of our architectural plan and the overall renovation and upcoming capital campaign. Who's running it, how do Friends of the Library fit with fundraising, etc. It was agreed the overall topic will be placed on each monthly meeting and discussed.
 - b. Consideration to adopt revised Borrowing Policy. Motion passed.
10. Public comment. No public comment.
11. Meeting adjourned at 8:25pm.

Next meeting: Tuesday, March 19th 2024