

Minutes: Board of Trustees Meeting March 19, 2024

1. **Roll Call:** Present in person: Abby Cengel (Library Director), Martin Micklin, Jess Massey, David Langdon. Present virtually: Tom Melvin, Beth Brown. Absent: Jenn Prevoznik McNamara.
2. **Call to Order.** Meeting called to order at 7:01pm.
3. **Approval of Meeting Minutes:** February 20, 2024. Motioned by Martin, 2nd by Tom, approved unanimously.
4. **Friends of the Library report.** Friends representative absent; report submitted by Abby Cengel.
 - Friends Annual Meeting was held on February 26th. Discussed upcoming plans for 2024.
 - Bookshop hours will be expanded during the summer.
 - Bookshop prices will be increasing to match other shops in the area. Will be increasing from \$1 to \$2 per book; new books will be \$5.
 - Friends will be hosting a Dog Show fundraiser on Sunday, June 9th. Registration will begin at 1pm.
 - Spring Book/Bake sale will be held May 10-11.
5. **Guest Speaker:** Anny Laepple, DCL District Consultant – Radnor Memorial Library Capital Campaign
 - Anny discussed her experience with Radnor Memorial Library’s renovation and capital campaign. The total project cost was a little over \$7 million; original estimates put the project at \$3.5 million.
 - They raised \$1.1 million for the renovation from 635 donors. They also received funding from the PA Keystone Grant, a bond from Radnor Township, and around \$900,000 from the Radnor Memorial Library Trust.
6. **Special Projects Report:** Library Renovation
 - a. Project updates
 - i. Keller visited the library today for a diagramming work session with staff. He will be sending sample diagrams by the end of the week for further feedback. At this time, we are thinking of utilizing the entire 2nd floor for children’s and moving the staff area downstairs. Diagrams will be sent to stakeholders for additional feedback.
 - b. Swarthmore Borough Council Presentation: Monday, April 1st, 7pm
 - i. Beth Brown has volunteered to present, utilizing similar talking points to the presentation at the Friends annual meeting.
 - c. Project budget
 - i. Estimates for project cost are around \$300-\$500 per square foot.
7. **Library Director’s report.** Submitted by Abby Cengel.
 - February Circulation Stats
 - Physical circulation down 12% from 2023; digital circulation is up 33%
 - Abby and Carol are in the process of investigating long-term, county-wide circulation trends, will update the Board when more information is available.
 - February Program Highlights
 - Storytime with PA state representative Jen O’Mara: 35 attendees
 - Oscar film screenings: 55 attendees in February
 - Updated Employee COVID-19 Policy and Procedures
 - Revised to reflect latest CDC guidelines (as of March 1, 2024): <https://www.cdc.gov/respiratory-viruses/guidance/respiratory-virus-guidance.html>
 - Employees may resume regular work activities in-person IF:
 - They have been fever-free (without the use of fever-reducing medications) for 24 hours AND
 - Their overall symptoms are improving.

- Swarthmore Community Leaders Meeting (March 7th)
 - Included representatives from STC, Rotary Club, PAC, First Place Swarthmore, Swarthmore Horticultural Society, Centennial Foundation, SRA, Swarthmore Seniors, and Swarthmore Borough.
 - Discussed areas of potential collaboration, including cooperation on planning for the 250th anniversary of the United States (2026), and preparation for influx of visitors in 2026 (Delco to host World Cup, All-Star Game, and PGA tournament).
 - Additional meetings to follow, no decisions made at this time.
- DelcoGives update and plans
 - DelcoGives is 7pm to 7pm on May 8-9. Purpose: funding for summer reading.
 - Abby will speak with the Friends about potential overlap with Book/Bake sale planned for May 10-11.
 - We are thinking of having a small event May 9th in the afternoon with pay-to-play games - “Book Return” and “Book-a-pult”. More info to follow.
- There will be a staff in-service on Friday, March 22nd from 9:30-11:30.
 - We will have guest speakers from TechOWL, part of Temple University’s Institute on Disabilities. They help people with disabilities explore tools and technology they need to be independent.
 - The training will cover popular tools from TechOWL’s lending library, accessibility resources, and common accessibility features on computers, Kindle devices, and tablets.

8. Committee Reports:

- a. **Finance Committee:**
 - i. February expenses: \$34,818.91. Unanimously approved.
 - ii. Investments and Funds
 - Martin drafted an investment policy. Please review and send comments to Abby to distribute. Policy will be reviewed at next Finance Committee meeting.
- b. **Fundraising Committee:**
 - i. Nosh & Knowledge 2024
 - Tickets on sale now! Sign up online or at the library.
 - Sponsors and raffle baskets due by April 1st
- c. **Personnel Committee:** No report.
- d. **Nominating Committee:**
 - i. New Member: Jessica Massey
- e. **Development Committee:** See Special Projects Report.
- f. **MOU Committee:**

9. Delaware County Board meeting report

- a. Next meeting Thursday, April 18th at 6:30pm. Dave Murphy is scheduled to attend. Virtual attendance available.

10. Old business:

- a. 2024 Officer Election: Vice President, Secretary, Treasurer
 - i. Follow-up via email. Martin may be interested in the Treasurer position.

11. New business: None.

12. Public comment: No public comment.

13. Adjournment. Meeting adjourned at 8:36pm.

Next meeting: Tuesday, April 16th, 2024 at 7pm