

Minutes: Board of Trustees Meeting April 16, 2024

1. **Present:** In-person: Martin Micklin, David Langdon, Jess Massey, Beth Brown, Jenn Prevoznik McNamara, Tom Melvin, Abby Cengel (Library Director) Virtually: Dave Murphy, Kerry Doyle (PR Coordinator)
2. **Call to Order.** Meeting called to order at 7:05pm by Jenn.
3. **Approval of March Meeting Minutes.** David motioned to approve the March meeting minutes. Martin seconded. Motion carried.
4. **Friends of the Library Report.** Friends' representative absent from meeting; report submitted by Abby. Book and Bake Sale – May 10/11. Abby will re-send Sign-up genius link for Board to volunteer. Dog Show Fundraiser – June 9th – registration at event, more info to follow.
5. **Library Director's report:**
 - **March Circulation:** Up from Feb but downward year over year. County circulation is holding steady so Swarthmore is a bit behind. Abby will contact Anny Laepple at DCL to discuss.
 - **DCL update:** Anny Laepple was made Director of Delaware County Libraries.
 - **March Program highlights**
 - Adults: The Beatles & the Rolling Stones virtual presentation, 40 attendees
 - Children: Solar Eclipse Craft, 20 attendees
 - **Borough**
 - Abby met with Janna Garland, head of General Government Committee about the 2025 funding request. Request is due June 30th. Abby will run the budget and work with Martin to submit the request. Janna will speak with Borough Council and Bill Webb about including a capital request. Janna believes the library should be able to submit a capital request for the upcoming library renovation.
 - Angled parking spaces on Park Ave – Borough is considering changing to parallel parking. Abby brought concerns to Kristin Seymore, head of Borough Public Safety Committee about lack of space for library visitors and staff. Discussion will continue at May Borough Council Meetings.
 - **DelcoGives:** May 8-9th. Kerry and Abby have been working on a marketing plan to promote – both online and in-person. Small in-person event at the library in the afternoon on May 9th – “Book-a-pult” game, give a donation to play. Abby will attend closing event at Rosetree Park to promote the library.
 - **Pride Picnic** scheduled for June 2nd that will include a Drag Queen Storytime. Jenifer, Kerry, and Scott all involved. October event went smoothly. Staff will be prepped in case the library receives negative feedback. PR will be carefully considered due to potential for community pushback.
 - **Summer Reading update.** Scott is scheduling special programs for Wednesday evenings. Journey Across Delco Summer Reading theme is Olympic sports – Swarthmore is handball. Jenifer is planning special speakers and a weekly raffle for adults.
6. **Committee Reports:**
 - a. **Finance Committee:**
 - i. March expenses: \$28,382.72. Annual Borough contribution was received, will appear on April financial report. Jenn made a motion to approve March expenses, seconded by David. All in favor, motion carried.
 - ii. Investment Policy document. Drafted and presented by Martin. Gives a long-term view of our finances and keep stability and maximize returns. Paying a few hundred for limited trades. Long-term low return investments need to pivot into higher returns. Tom suggested every 6 months report – no need for monthly. Part 2 - half Live Oak (tied until July) and half Stifel (9 months in treasuries). Martin would like to bring on an internal finance planner to help manage investments – Brian Deagan – could come next month to meet us. Discussion about process for

bringing on an investment manager. Board would like to have same measure or search – job description – interview. Beth asked for finance committee to put forward recommendations for consideration.

iii. Committee recommends that the Board seek capital campaign support from an outside firm.

b. Fundraising Committee:

i. Nosh & Knowledge 2024. 15 tickets sold so far. Goal is 50 tickets. Raffle basket sales good so far. Good on volunteers, no need for Board volunteers. Jenn will contribute tray of pretzels. Abby asked each Board member to push ticket sales (\$25 per person) and suggested that each trustee form a team of 4.

c. Personnel Committee: Abby's last review was December 2022. David and Jenn to meet with Abby within next four weeks.

d. Nominating Committee: Welcome Jess Massey!

e. Development Committee: See Special Projects Report.

f. MOU Committee: No update.

7. Delaware County Board meeting. No report.

a. Next meeting Thursday, April 18th at 6:30pm. Dave Murphy is scheduled to attend. Abby sent link to register, Dave confirmed that link was received to attend virtually.

8. Old business:

a. 2024 Officer Election

i. Jenn McNamara confirmed as Secretary for 2024.

ii. Tom nominated Beth Brown for Vice President. Seconded by Dave. All in favor, motion carried.

9. New business:

a. Consideration to adopt new Museum and Recreational Pass Policy from Abby. Policies are currently in a couple of different places, having them in a central document will make policies easier for patrons to find. Policy also includes the option to add limitations on high-demand, limited availability passes. This was prompted by the addition of a pass for the Swarthmore Swim Club. The pass was extremely popular in summer 2023 – patrons were constantly asking if it was available. Library staff and the Swim Club noticed that the same family took out the pass at least 4-5 times, which made it difficult for other patrons to access the pass. To help ensure equitable use, Abby recommends placing certain limitations on pass checkouts. Each household would receive 2 checkouts for the season. Staff employed by the library would receive 1 checkout for the season. David motioned to approve, Tom seconded the motion. All in favor, motion carried.

10. Public comment. None.

11. Special Projects Report: Library Renovation

a. Swarthmore Borough Council Presentation:

Beth Brown gave a summary of her presentation to Borough Council. Council members had questions about funding for the project. Beth explained that we are pursuing a variety of funding opportunities, such as grants and foundations.

b. Project updates:

Discussion about diagram selection for layout of new library. Reaching a consensus about the new layout has been challenging due to the limitations of the existing space. The staff recommended a layout that would have the entire second floor dedicated to the children's area (moving the staff to the ground floor behind circulation). Discussion followed about merits of children's being on ground floor for improved children's accessibility and benefit of natural light. Discussion about accessibility continued. A point was made that the library should not be solving the accessibility problem for the entire building by taking up valuable library space with a large ramp or lift. Abby to request new diagram from Keller that demonstrates how much space a ramp would take up in the library. Borough Hall can then use it to for see cost/space/feasibility. Trustees determined that they would like to move forward with the diagram where children's is downstairs, staff remain in the same space, and some adult areas move to the second floor. Trustees also noted that YA should not be in the Children's area. Abby to communicate the decision to the architect.

- c. **Planning for capital campaign.** Abby circulated proposal from one firm for campaign support. As discussed, the Finance Committee recommends support from an outside firm to ensure the success of a capital campaign. Abby will request additional proposals and distribute to the Board for consideration.

12. **Adjournment.** Dave motioned to adjourn the meeting; Beth seconded. All in favor. Adjourned at 8:38pm

Submitted by Jenn Prevoznik McNamara.