

**Board of Trustees Meeting  
May 21, 2024**

1. **Roll Call.** Present: Martin Micklin (Treasurer), Dave Murphy (President), David Langdon, Tom Melvin, Beth Brown (Vice President), Abby Cengel (Library Director), Kerry Doyle (PR coordinator). Absent: Jess Massey.
2. **Call to order.** Meeting called to order at 7:01pm.
3. **Approval of Meeting Minutes:** April 16, 2024. David L. motioned to approve the minutes. Martin seconded. Motion passed.
4. **Friends of the Library Report.** Friends' representative absent from meeting; report submitted by Abby. The bake sale made \$747.00 and the book sale made \$3,750.00. Upcoming Dog Show fundraiser on June 9<sup>th</sup>. Registration onsite, \$5 per category.
5. **Committee Report: Finance**
  - a. The Finance Committee reviewed a number of options for an Investment Manager and voted to recommend Brian Degnan for the position. Committee had in-depth discussion and reviewed a number of factors before deciding on Brian. Brian introduced himself to the Board and gave an overview of the services he would provide as Investment Manager. He will keep costs as low as possible. Will look to redistribute portfolio once a year. Jenn motioned to approve Brian as Investment Manager. Tom seconded. Motion carried.
  - b. April expenses: \$29,926.72. Motion to approve by Dave. Seconded by David L. Motion carried.
  - c. 2023 Financial Review has been sent to Finance Committee for review. Will add to June agenda for final review and approval.
6. **Special Projects Report: Library Renovation**
  - a. First draft of schematic and furniture plan received from Keller. Virtual meeting scheduled for 5/23 with Keller for a walk-through of the plan. Beth shared that goal is to frame all decisions on how/who does this serve – Borough and Friends will share feedback and all decisions should be made through accomplishing our goals and how this plans executes our goals – everything should tie back to RFP and strategic plan. Abby has shared the Borough hall ramp schematic with Borough Manager and Head of General Government, but no action has been taken at this time. If ramp is implemented, door to library entrance will need to be relocated.
    - i. Action: Dave M to send General Government notice (when it is available) to Library Board. Beth encourages us to attend General Government meetings as often as possible to promote dialogue.
  - b. Capital campaign and project funding.
    - i. Abby checking references of one firm for capital campaign consulting and very positive. Beth raised is this the right time to commit to a campaign and a firm? A virtual meeting would be nice to meet with the consultants – 18 to 36 months is the general timeline for a campaign, but depends on how much we would like to raise. Abby to set up introductory meeting with consultants and trustees for them to present within next 45 days.
    - ii. Discussion about additional funding sources. Keystone Grant is available to apply annually. Requires dollar-for-dollar match in-hand at the time of the application. Can apply for up to \$750k. Usually opens around October. We could also approach the Centennial Fund, but not sure on timeline. Borough 2025 FY funding request (for annual and capital funds) is due June 30<sup>th</sup>, then presented to General Government September 23<sup>rd</sup>, full budget presented October 7<sup>th</sup>, final budget usually approved around November/December.

## 7. Library Director's report:

- **April Circulation Stats**
  - Physical circulation down 4% from March; down 5% from April 2023
  - Digital circulation down 10% from March; up 24% from April 2023
- **April Program Highlights**
  - Adults
    - Understanding Alzheimer's and Dementia (with the Alzheimer's Association): 11 attendees
  - Children
    - PAC Spring Fling Table: 75 attendees
    - The Secret Garden with Delaware Museum of Nature & Science: 24 attendees
  - Young Adults:
    - Last Friday Social (new program for disabled older teens and young adults): 17 attendees
- **Borough parking changes**
  - Angled parking on Park Ave. will change to parallel – change will occur during condo construction
  - Starting June 8, metered parking will be enforced on Saturdays
- **Delco Gives Day: \$6,340 total from 60 donors**
  - **Day-of:** \$1,940 donations + \$1,000 prize = \$2,940
  - **Nosh & Knowledge:** \$3,400
  - **Bonus pool:** The amount received will be proportional to each organization's percentage of the total donors during the event.
    - We had 60 donors out of 9,623 = .62%
- **Swarthmore Fun Fair summary:** \$79 raised, thank you to Tom for helping with the booth.
- **Library Foundation Grant Application**
  - Filling gaps in non-fiction collection: 57 titles (36 adult, 20 children's, 1 YA). The quantity of titles to purchase for each audience is based on the percentage of non-fiction titles circulated for each audience 2022-2023.

## 8. Committee Reports:

- a. **Fundraising Committee:**
  - i. Nosh & Knowledge 2024. Net \$3,316.80.
  - ii. Jenn presented Laps for the Library "swim-a-thon" idea. Jenn to move forward with discussion with Swarthmore Swim Club. Abby to investigate options for donation platform.
- b. **Personnel Committee:**
  - i. Consideration to adopt revised Employee Dress Code Policy. Discussion about work-appropriate casual wear. Abby spoke with peers and researched public library dress codes; casual dress helps to make employees more approachable and fits with the Swarthmore community. Dave motioned to approve, David L. seconded. Motion carried.
- c. **Nominating Committee:** Beth met with a potential candidate. Jess has ideas. We need two more for a full Board.
- d. **Development Committee:** see Special Projects Report.
- e. **MOU Committee:**
  - i. Beth Brown has research to share, will update when available.

## 9. Delaware County Board meeting report

- a. Thursday, April 18<sup>th</sup>, Dave Murphy attended. No updates.
- b. Next meeting Thursday, June 20<sup>th</sup> at 6:30pm. David Langdon is scheduled to attend. Virtual attendance available.

## 10. Old business: None.

## 11. New business:

- a. Traditionally no Board meetings held in July or August. Special meetings may be scheduled at the Board's discretion.
- b. Beth Brown shared communication plan for updating stakeholders about the renovation project. Personalized emails were sent to Borough Council and Friends with most recent updates. Abby to create

page on library website with updates and binder with printouts to keep in library. Will also plan to share updates with Swarthmorean.

12. **Public comment.** None.

13. **Adjournment.** Dave motioned to adjourn the meeting; Martin seconded. Adjourned 8:25pm.

**Next meeting: Tuesday, June 18<sup>th</sup>, 2024 at 7pm**

Submitted by Jenn Prevoznik McNamara.