

**Board of Trustees Meeting
June 18, 2024**

1. **Roll Call:** Abby Cengel (Library Director), Dave Murphy (President), Martin Micklin (Treasurer), Jenn Prevoznik McNamara (Secretary), David Langdon, Jess Massey, Beth Fitzsimons (Friends President), Derek Lloyd (Director of Middletown Free Library), Kerry Doyle (PR Coordinator). Absent: Tom Melvin, Beth Brown.
2. **Call to order.** Meeting called to order at 7:00pm.
3. **Approval of Meeting Minutes:** May 21, 2024. Martin motioned to approve the minutes, David L. seconded. Motion passed.
4. **Friends of the Library Report.** Report submitted by Beth Fitzsimons. Dog show went well. Made about \$225. Expanded hours of bookstore for the summer. Raised prices to be more competitive. New bookstore in town in the new retail space below the condos. Beth to talk with local community member Rachel P. about collaboration.
5. **Special Projects Report: Library Renovation**
 - a. Status update.
 - i. Virtual meeting held with Keller on 6/17. Discussed mostly finalized schematic plan, look and feel of new space, budgeting, and next steps. Budget review and acceptance scheduled for the end of July (need for September 23rd Borough meeting funding request). Discussed timeline for renderings; need week after Labor Day.
 - b. Project funding
 - i. Borough Capital Funding Request.
 - Discussed need for Borough to have full visibility of our budget. Request due June 30th. Discussion about amount to request. Finance Committee recommends asking for \$750k for full Keystone Grant match. All trustees in agreement.
 - ii. Capital campaign and other funding sources.
 - Abby to schedule meetings with two consulting firms to review proposals.
 - Other sources of funding could include the Centennial Foundation.
6. **Library Director's report:**
 - a. May 2024 by the Numbers
 - i. Circulation: 6,007 print, 2,122 digital. Physical decreasing and digital growing.
 - ii. Programs: 20 adult programs (249 attendees), 37 children's programs (740 attendees).
 - b. Recent organizational accomplishments
 - i. Program Highlights
 - Adults: Chair Zumba, 55 attendees in May
 - Children: Eastlawn Cemetery Storytime, 15 attendees
 - New Museum Pass: Chanticleer Gardens
 - Two new Roku players and new streaming services. Added Hulu, PBS Passport, and Amazon Prime Video.
 - c. Current Staff Priorities
 - i. Director: 2025 Borough Funding Request – due June 30th
 - ii. Adults and Children: Summer programs
 - iii. PR/Marketing: Summer programs, Museum Pass webpage redesign
 - iv. Director, Adults, and Children: Addressing non-fiction collection gaps
 - d. Current Staff Needs / Board Assistance
 - i. Review Borough Funding Request and submit feedback before due date.
 - ii. Review capital campaign consultant proposals.

7. **Committee Reports:**

a. **Finance Committee:**

- i. Consideration to approve May expenses: \$29,387.58. David L. motioned to approve, seconded by Dave M. Motion carried.
- ii. Consideration to open Business Money Market Savings account with PNC. Library currently has checking account with PNC that does not earn interest. Finance Committee recommends that the library opens a savings account to earn interest for the operational fund. Dave M. motioned to approve, David L. seconded. Motion carried.
- iii. 2025 Borough Operational Funding Request. Finance Committee recommends an 11% overall increase in operational funding from the Borough to cover an increase to library staff wages and increased cost for audit. All trustees in agreement to request the amount recommended by the Finance Committee.
 - Dave M. asked about the line item for Hoopla. Library staff are monitoring Hoopla use and will decide later in 2023 if Hoopla has enough use to continue the subscription, or allocate funds to a different service.
- iv. Consideration to approve 2023 Financial Review. Jenn motioned to approve, David L. seconded. Motion carried.
- v. Consideration to approve 2023 990. Jenn motioned to approve, David L. seconded. Motion carried.

b. **Fundraising Committee:**

- i. Laps for the Library swim-a-thon. Tabling for now, may revisit next year.
- ii. Jenn suggested “diner en blanc” fundraiser idea. Neighborhood gathers to have potluck dinner outside, everyone dresses in white. Low overhead, potential for good community engagement.
- iii. Abby brought up the idea of a dine-out with Swarthmore Pizza (suggested by library staff).
- iv. Fall Fest is tentatively scheduled for Saturday, October 19th.
- v. Fundraising Committee to meet in the coming weeks to discuss ideas.

c. **Personnel Committee:** No report.

d. **Nominating Committee:** New trustee application received. Jenn to distribute application to Board for consideration. Jenn will ask Beth Brown to coordinate a vote.

e. **Development Committee:** See Special Projects Report.

- i. Jess brought up itemization when developing the budget. We should ask Keller and budgeting firm to include all items on our wish list. We would rather see the cost up front and decide about wish list items rather than cutting wish list items too soon. For example, a sink in the children’s area. Abby to follow up with Director at Rachel Kohl about their new children’s area.

8. **Delaware County Board meeting report**

- a. Next meeting Thursday, June 20th at 6:30pm. David Langdon is scheduled to attend. Virtual attendance available.

9. **Old business:** None.

10. **New business:** Trustees will continue to hold committee meetings in July and August. A need for ad hoc full board meetings in July and August is not anticipated at this time.

11. **Public comment.**

12. **Adjournment.** David L. motioned to adjourn the meeting, Martin seconded. Meeting adjourned 8:02pm.

Next meeting: Tuesday, September 3rd, 2024 at 7pm

Submitted by Jenn Prevoznik McNamara.