

**Board of Trustees Meeting
November 19th, 2024**

1. Roll Call: 7:03pm
2. Attendees: David M, Beth B, David L, Tom, Martin, Samina, Maura, Jenn, Jess (virtually)
3. Approval of Meeting Minutes of Oct. 15, 2024: Morton: David L, second Samina
4. Friends of the Library Report: Book sale was a success. 25 volunteers. 4k made. Fundraising letter off at publisher. Beth Brown asked to review the letter before publishing in Oct 15th meeting but it was not sent to her. Beth F shared that she asked for Friends and staff input but did not see value in socializing with Board for input. Beth F socialized hard copy for meeting. Tom raised concern that renovation was not mentioned.
5. Public Comment: Jenifer Philips called out Myra Hoffman for her 1k donation for adult programming. Board thank you for her donation.
6. Special Projects Report:
 - a. Capital funding bid/proposal: 25% up front costs and then a per month fee. We can be extended month to month. 1% of money raised would go to consultants. If we raise \$1M, which should be on the low end of our target, then 5% of the funds raised would be paid to the consultants based on their contract costs of ~\$50k. That percentage is still on the low end as it appears the average percentage cost is 5-10% for a campaign consultant. Martin asked about feasibility. David M asked if we should start now. Tom to ask consultant what we need in advance to kick-off. Samina discussed thinking about new year start and then Spring really kick-off. Looking to vote in December.
 - b. Keller Updates: Have 2 nearly final renderings and 1 really rough draft of one. Beth bring motion for a third rendering which is 3.5k. David L seconded. All in favor and none objections. David L asked if would complete the Keller contract and Beth will review the contract to confirm. Samina mentioned we need to have orientation view in all renderings and we need to have detail from Keller on the deliverables and materials lists. CSI specification needed (ie furnisher, etc).
7. Library Director's report: Jenifer P reported that physical and digital circulation is up. New library of things materials and 15 adult events and 39 children events.
8. Committee Reports:
 - a. Finance Committee: Review October financial report, vote to approve. Martin emailed out October spend. David M motion to approve, Beth to second. 48k in checking 101k in savings. Proposal to put through bonus through \$1k for full time and \$500 for part-time. David L motioned, Samina seconded, all in favor and no objections. Beth acknowledged hard work of staff.
 - b. Fundraising Committee: Winter 2025 fundraiser update. Feb 1st casino night fundraiser. Looking at food, beverages, sponsors, tickets, raffles. Tom to move forward.
 - c. Personnel Committee: 30 applicants and 9 interviews. 4 onsite and based on feedback, 2 rejections. Personnel committee will keep posting open until Dec 1st per the job description.
 - d. Nominating Committee: Welcoming new board member, Maura Cullen! David M and David L rolling off. First meeting in January we will elect the slate of officers. Samina to join finance committee.
 - e. Development Committee: already discussed
9. Delaware County Library Board:
 - a. Last meeting held Thursday, Oct. 17, 6:30 pm. Beth Brown attended.
 - b. Next meeting will be held Dec. 19, 6:30 pm. Tom Melvin is scheduled to attend.

c. 2025 schedule not yet posted.

10. Old business:

- a. Request to review Friends donation letter
- b. MOU with Friends: Jenn to follow up directly with Beth F to review.

11. New business:

- a. 2025 Borough Budget Update: Proposed budget from borough is posted. 6% increase is drafted. Capital request was not reflected. Passing the 9th of Dec. Beth B to let Board know when the next meeting is.
- b. 2025 Library Schedule: Beth B circulated. Pro forma. Jenn asked if we could start at 7:15pm

Adjournment: Samina made motion to adjourn. Tom M seconded. Closed at 8:24pm.

An executive session was held 6:30 – 7pm with all board members in attendance except Jess to discuss funding