

**Board of Trustees Meeting  
December 17th, 2024**

A closed executive session held today from 6:00PM-7:00PM.  
Board members to discuss the 2025 budget and funding.

1. Roll Call
2. Attendees
  - a. Martin, David L, Jess, Alec Staley, Tom, Myra, Maura, Jenn,
  - b. Virtual: Beth F, Samina, Beth B., Jennifer Phillips
3. Approval of Meeting Minutes of November 19<sup>th</sup>, 2024
  - a. David motioned, approved by Jess and Tom
4. Friends of the Library Report
  - a. Beth F shared financials on book/bake sale
  - b. January annual meeting – all encouraged to attend
  - c. a memo of understanding will be created by the Board and Friends
  - d. Beth F. will send discussed documents to Beth B
5. Public Comment
  - a. Jenn thanked the Friends and staff for their hard work.
  - b. Welcome Alec Staley, the Library’s new director
6. Special Projects Report:
  - a. Capital funding bid/proposal
    - i. Alec will need to sign this.
    - ii. Timing for contract discussed. March 1, proposed start date. \$12,000 deposit will be due.
  - b. Keller Updates
    - i. Beth B. reported that new rendering and updates will be sent within four weeks. This may be too late for the Casino Night Fundraiser.
7. Library Director’s report
  - a. Jennifer Phillip’s last meeting as interim.
  - b. Slight decrease in physical circulation.
  - c. Consistent circulation of digital.
  - d. Substantial increase in Mystery and Large Print circulation.
  - e. 16 programs for adults—a weekend art program was very well received. Jenn will look into to adding more programs like this.
  - f. Service/donation programing.
  - g. Coffee talks—quarterly socializing
  - h. Cookie exchange-25 people attended
8. Committee Reports:
  - a. Finance Committee: Review November financial report, vote to approve. 2025 Friends request.
    - i. Bank account reports, signings will be reviewed to include Alec, PNC will give 3.5% rate on that account.
    - ii. Proposed 3% increase in staff salaries (full and part-time). Motion brought by Martin, David second, approved by the Board.

- iii. Annual Friends request—\$71,000
  - 1. Bringing on a new director, maintaining programs, paying our staff.
  - 2. Voted on by the Friends at their annual meeting. Funds should hit by early February.
  - 3. Jenn brought the request to a motion. Second by Beth Brown, approved.
  - 4. Jenn noted that the Borough Council did not give the full ask. Board should continue to make itself heard at Borough Council meetings.
- b. Fundraising Committee: Casino fundraiser update
  - i. Feb. 1
  - ii. Carol and Bill Simmons both approved
  - iii. Kerry will help with getting it on the website, ticket sales etc.
  - iv. Ticketing platforms discussed.
  - v. Jennifer Phillips brought up a desire to set the Library up with Venmo or Paypal.
  - vi. Give Lively—non profit payment app.
  - vii. Fundraising Committee will finalize a name this week, and get some visibility set up ASAP
  - viii. Ideas for Experiential Prizes...working in the Library, Swim Club passes, private story time.
- c. Personnel Committee: New Director, Staff Compensation, Training
  - i. Welcome Alec
  - ii. PANO recommended the Library start the new year with a staff retreat focused on team building, communication, conflict resolution. Tom brings a motion, David L second, approved unanimously.
- d. Nominating Committee: 2025-2026 officers
  - i. David L and David M are both leaving. Looking to fill these vacancies.
  - ii. Alec can plug this in his interview with the Swarthmorean
  - iii. New Officer nominations
    - 1. Beth Brown-President
    - 2. Jenn- Vice President
    - 3. Tom-Secretary
    - 4. Martin-Treasurer
    - 5. Tom brings a motion, David L second, approve
- e. Development Committee:

9. Delaware County Library Board:

- a. Next meeting will be held Dec. 19, 6:30 pm. Tom Melvin is scheduled to attend.
  - i. Tom is unable to attend. Maura will attend.
- b. 2025 schedule not yet posted

10. Old business:

- a. MOU with Friends

11. New business:

- a. 2025 Borough Budget Update— budget passed. 6% increase, 11% asked.
- b. 2025 Library Schedule: 6:30 Executive Session, 7:15 Public Session
- c. Delco Gives Day—
  - i. last year—nosh and knowledge
  - ii. Lots of incentives for the number of unique pledges. How do we make the most of the stretch pool?

Adjournment

Tom makes a motion, Martin second, approved.