



## **Board of Trustees Meeting**

**March 18, 2025 - 7:15 PM**

A closed executive session from 6:45pm.

**1. Roll Call.**

All Board members were in attendance: Elizabeth Brown, Jennifer Prevoznik McNamara, Tom Melvin, Martin Micklin, Maura Cullen, Samina Iqbal, and Jessica Massey. Library Director Alec Staley was also in attendance.

**2. Call to order.**

Elizabeth Brown called the meeting to order.

**3. Approval of Meeting Minutes: February 18<sup>th</sup>, 2025**

Subject to the addition of a member of the public's last name, Samina Iqbal moved to approve the February minutes. Maura Cullen seconded. The motion passed unanimously.

**4. Friends of the Library Report:**

No members of the Friends of the Library were present. A Staley said that an appreciation dinner occurred and he attended the event which he described as wonderful. He also emphasized the book and bake sale that would take place on May 2-3, 2025.

There were no additional questions from the Board.

**5. Special Projects Report: Library Renovation**

Elizabeth Brown reported that Keller said the budget sent at the beginning of the work remains valid with the only significant exception as the need of a project manager or construction manager to be included in the number. She also said that Keller also offered to speak to Alec

Alec Staley noted that timeline for the Keystone grant application is between July and September, and therefore July-September 2026 would be the optimal month to submit the application for the Keystone grant.

Elizabeth Brown also reported that Keller said the library can move forward with "design development" as well as constructions documents. Samina Iqbal asked if design development could be collapsed with construction documents so we could get a solid bid number to work with. She continued that the next phase needs to include a solid number that we can get bids on. Martin Micklin asked what would and would not be eligible under the Keystone Grant which Elizabeth Brown went over briefly. S.Iqbal also wanted to confirm what Keller's fee structure would be Jennifer Prevoznik McNamara asked to aggregate these questions into one document before Alec Staley had the planned meeting with Keller.

The agreement with the Capital Campaign consultant had been signed and an initial meeting had been set. Martin Micklin stated that because of the delay the 2026 budget would need to include three month of campaign consultant fees.

**6. Library Director's report:**

Alec Staley stated that collection check-out had fallen slightly from the prior year, but noted that in-person visits and digital checkouts were stable. He said that the number of programs provided has remained the same but attendance was growing. He reported that the DVD shelving had been dismantled, and the collection relocated

to make more room for seating and the teen section to include Manga books. He added that the Chester Charter School was planning to create artwork for the new section. Alec Staley also stated that user interface improvements had been made to the library's website.

Alec Staley reported that he had attended a meeting about volunteering and was considering connecting with the PAC about conducting a volunteer fair. He said that he had been hearing positive feedback on the renovations and rotary club asked the library to apply for some specific grants. He also had attended a senior's lunch where his comments about the renovation were well-received. The library would also be participating in the Earth Day events on April 26, 2025.

Alec Staley asked for a motion to be made allowing Mae Vachon, the new Book Keeper, to be given signing access to our PNC account, while Carol Macklin is to have her signing access revoked. Martin Micklin moved to approve these changes for PNC. Elizabeth Brown seconded. The motion passed unanimously.

## **7. Committee Reports.**

### **A. Finance Committee.**

Martin Micklin stating that the library would be getting a 3% cash back credit card for one year with a 0% annual fee but penalties for late payments. The credit limit would be around \$15,000. PNC wants to take over the library's credit card processing and possibly provide a "tap-to-give" kiosk. He said that the borough money should come in next week.

### **B. Fundraising Committee.**

Jennifer Prevostnik McNamara had gotten a \$600 quote to have a mini-golf fundraiser and Maura Cullen spoke about Delco gives including a PHL17 commercial contest that Alec Staley said that library staff would work on.

### **C. Personnel Committee.**

The committee reported that it would be meeting on the library's new hiring posting.

### **D. Nominating Committee.**

Maura Cullen would speak to three applicants: Audrey Ludwig, Myra Zerr-Korolev, and Dianne Hull and tell them when they could expect to hear on a decision from the Board.

## **Old business.**

Committees and their assignment were again discussed but the decisions was referred to the following meeting when a written document could be used. Elizabeth Brown stated that she would review the Annual Report draft.

## **New business.**

None

Public comment: None.

Adjournment: Martin Micklin moved to adjourn, Samina Iqbal seconded and the motion passed unanimously.