Swarthmore Public Library
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Board of Trustees Meeting

April 8, 2025 - 7:15 PM

A closed executive session from 6:45pm.

1. **Roll Call.**

   All Board members were in attendance: B. Brown, J. Prevoznik McNamara, T. Melvin, M. Micklin, M. Cullen, S. Iqbal (virtual), and J. Massey. Library Director A. Staley was also in attendance.

   B. Fitzsimmons (Friends) and two student who were auditing the meeting.

2. **Call to order.**

   B. Brown called the meeting to order.

3. **Approval of Meeting Minutes: March 18th, 2024**

   Subject to a change in the member of the public's name to "Aubrey" a motion to approve the March 2025 minutes was approved unanimously.

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

   Beth Fitzsimmons noted the impending book sale to occur on May 2 and 3. She reported that students from Strath Haven high school had been scheduled to assist on the Thursday before and Saturday afternoon after it ended; she also asked the Board members please sign up if they were available. She also started that also accept bake goods for the bake sale portion of the event. She noted that they had selected the dates for the sale almost a year in advance, but, unfortunately, the Farmer's Market does not open until the week after it will occur, adding that that opening day had, however, been selected for the 2026 sale. She said that the Friends would try to do a "pop up" sale for the first day the market. A. Staley stated that Pat from Town Center had offered the tents and B. Fitzsimmons said they could discuss the offer after the Board meeting.

   There were no additional questions from the Board.

5. **Special Projects Report: Library Renovation and Capital Campaign Planning**

   A. Staley gave a status update and said that he and Keller would be meeting in two weeks; he said that he will create a document to accept questions for that meeting.

   A. Staley said that he had begun meeting with consultants and they had had good preliminary discussions, including the Board retreat to discuss goals. He said he was going to speak to Jane Billings about a role but that the consultant said there had to be one or two primary Board members. M. Micklin also suggested the former mayor, Shannon Elliot, and that possible Friends involvement would be important as well. He also stated that the consultants mentioned that there were alternatives to the Keystone we need to look at.

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

   A. Staley stated that collection check-outs were all up and digital check-out were flat. He said that Manga checkouts were growing and Hoopla had been cancelled due to too few patrons using it relative to the cost.

   He said that programming was "a bit" down but that is because March events were shifted to February and Scott was out for a week. Swarthmore College students have also begun to come into the library more often for longer periods of time. He said that he also created a corner for the Capital Campaign and was working to standardize donation letters as well. He also shared with the Board changes to public funding streams for libraries.

7. **Committee Reports.**

   A. **Finance Committee.**

   M. Micklin reported that the credit had been activated and was being used. He said that having PNC process our credit payments turned out to be to be too expensive. He said that he was speaking to consultants about best practices for donations and also the pros and cons of switching to Zeffy. Borough fundings should be received in the next month and the audit was underway. Staley also noted the about $300 interest that had been received from the new savings account.

   B. Fundraising Committee.

   The library had already raised $800 through DELCO gives and the planning for Bingo night.

   C. Personnel Committee.

   J. Prevoznik McNamara and J. Massey met with Staley, no new policies were implemented but Staley had submitted his goals.

   D. Nominating Committee.

   The Committee proposed to accept Quincy Carpenter to Board, J. Prevoznik McNamara motioned, S. Iqbal seconded and it was approved unanimously. Votes on the other two candidates would be postponed and M. Cullen would reach out to Borough Council about consent to accept the members.

Old business.

The Annual Report draft was in process and no updates on MOU.

New business.

J. Prevoznik McNamara moved to adjust the committees as follows:

- Two committees per Board member
- Community Relations Commitee – removed
- Fundraising and Development Committees to be combined.

T. Melvin seconded, and it passed unanimously.

Public comment: None.

Adjournment: M. Micklin moved to adjourn, S. Iqbal seconded and the motion passed unanimously.