



## Board of Trustees Meeting January 27, 2025 - 7:15 PM

A closed executive session from 6:45pm.

1. Roll Call: Alec Staley, Aubrey Ludwig-Ellman, Jess Massey, Dianne Hull, Beth Brown, Quincy Carpenter, Jenn McNamara, Elizabeth (Libby) Taylor, Maura Cullen, Tom Melvin
2. Call to order. 7:16pm
3. Approval of Meeting Minutes: December 17<sup>th</sup>, 2025. Motion Aubrey, Second Jenn, all in favor. Minutes passed.
4. Friends of the Library Report: Barb Weir is the new president and wants to build relationships especially with the Board. Aubrey is going to serve as the Friends liaison.
5. Library Director's report:
  - a. Book distributor is still having issues, which means fewer books, more holds. Adult Fiction circulation is up, perhaps as a result of the genrefication efforts. Graphic novels and juvenile novels also had good circulation. Graphic novels were actually ahead of general juvenile non-fiction. Program numbers were solid, teen attendance especially teens where the attendees are typically between 11-13 year olds. Looking to start a teen volunteer base, the infrastructure for which will hopefully be set up by Spring. Moved staff out of the office space more going forward, and to that end had set up a children's librarian's desk and is considering putting a permanent computer at that station.
6. Special Projects Report: Library Renovation
  - a. Staley had spoken to Keller recently to obtain documents from the LSA grants and to confirm the design cost that was quoted. - \$62,000. Currently, we have \$33,000 in the account, with more pledged. The next phase would include selection of items - furniture, fixtures, and colors. Potential donors had mentioned plan B if the money if not all is raised. Libby asked that we create a timeline for when we wanted to have the full amount committed. Beth stated that creating a timeline was worthwhile because getting the LSA grant would put the library on a time clock, Libby agreed. Alec stated that the one year timeline was flexible and that the request's text noted a 2-3 year timeline.
7. Committee Reports:
  - a. Finance Committee (Libby, Tom):
    - i. Libby has been added to the PNC bank account and the credit card authorization will be moved to Alec. There would be a meeting with Morgan Stanley to go over the investment account, from which the library had made \$47K in interest in 2025. He said that these earnings stay in the "rainy day" fund and could potentially be used if liquidity is needed in the campaign.
    - ii. SWPL received \$72K from the Friends.
    - iii. There was an overage from firing the capital campaign consultant. There will need to be a decision on what to do with the overage and what percentage.
    - iv. The Finance Committee would meet with MS and report back on what type of account the capital campaign money could go into to earn additional interest.

- b. Fundraising/Development Committee (Maura/Jenn/Jess/Quincy/Tom):
  - i. Discussion about Casino Night.
- c. Personnel and Policies Committee (Jenn/Jess/Libby):
  - i. Jess and Jenn met with Alec, Libby also joined the committee and Quincy also asked to join the committee.
- d. Nominating Committee (Jess/Maura): all positions filled
  - i. Maura noted that a Board position would be opening and Trustees should be looking for recruits.
- e. Capital Campaign Committee
  - i. The Centennial Foundation meeting went well and they were introducing the project to their Board.

8. Old business:

- a. February DCL Board meeting will be attended by Beth. Aubrey signed up for April 16 with Jenn as backup.

9. New business:

- a. Beth offered to serve as President, Tom as Vice President, and Maura as Secretary. The motion passed unanimously.

10. Public comment: none

11. Adjournment: 9:00pm. Quincy motioned, Jess seconded.

**Next meeting: Tuesday, February 24, 2025 at 7:15pm**