

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
January 28, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Joan Mitchell, Donna Murray, Ann Whitehouse, Betsy Cummins, Judith Augustine, Christine McMEnamin, Mary Tobin

ABSENT: None

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

None.

**MINUTES**

Motion was made to approve the minutes of the Trustee meeting of December 3, 2018. (Brown/Hahn) Unanimous Agreement.

**TREASURER'S REPORT**

All finances were found to be in order. Motion was made to pay bills for December 2018 and January 2019 (Mitchell/Koway) Unanimous Agreement

**STATISTICS**

Statistics look good and attendance at the programs has been steadily increasing from May through December.

**OLD BUSINESS**

Ms. Murray reported that after the Board email vote to hire Dan Mills as part-time reference librarian, Mr. Mills resigned to take another job. She asked the Board to approve hiring Margaret Whelan for the vacation position. (Maginnis/Augustine) Unanimous Agreement

Ms. Murray presented the Trustees with a revised 2019 Budget with the clarifications listed below. The Board approved the Budget. (Maginnis/Maffei Hahn) Unanimous Agreement

- Revenue from DVD and video game rentals has been removed due to the fact that Ms. Murray recently learned at a Directors Meeting that the state does not allow for rental charges on video material. Late fees are still chargeable. Ms. McMEnamin suggested increasing the fines, and Ms. Murray will gather information about that.
- To offset the aforementioned loss of video income, Ms. Murray has moved \$10,000 of the Library's Unrestricted Reserve onto the budget.

- Staffing levels are continuously monitored.
- The Township approved an additional \$5,000.

Ms. Murray suggested introducing the policy of free DVD rentals as an Oscar Awards Show promotion in February. (Maginnis/Brown) Unanimous Agreement

### **NEW BUSINESS**

Ms. Murray asked the Board to approve an amount of \$1,600 for summer help with children's programming. Doing that last year helped increase programming by 17% with attendance increasing 74%. (Augustine/Brown) Unanimous Agreement

Next Commissioners' meeting is Wednesday, Feb. 27, 2019 at 6:00 PM (Ms. Augustine scheduled to attend). The next DCLB meeting is Feb. 7, 2019 at Helen Kate Furness Free Library (Ms. Brown scheduled to attend).

### **FUNDRAISING REPORT**

A craft fundraiser has been scheduled at Busy Bee's Pottery & Arts Studio on Saturday, March 2, 2019. Ms. Koway will be setting up a children's fundraising event with Teddy Bear Mobile at the Library on Saturday, April 13, 2019. The Board discussed a Designer Bag Bingo and decided to put the idea on hold since there are several of them being held in the next few months, including one hosted by the Township Police.

### **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported on the following:

- She has formed a staff Emergency Policy Committee to revise that policy. The committee has been meeting weekly.
- The Library will open early on Sunday, April 7, for a Special Needs Family Time for families living with autism and special needs. This program will give families the opportunity to explore the Library at their own pace.
- Employee evaluations are in process. Evaluations for full time employees will be completed by the February Board Meeting.
- A blood drive is scheduled for Wednesday, May 1, 2019 in cooperation with Ridley Township and the Township Police

### **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees.

### **PRESIDENT'S REPORT**

Ms. Maginnis discussed:

- The Christmas tree raffle brought in \$351 in revenue. Income from the Pampered Chef fundraiser totaled \$143.57.



- Tentative dates for 2019 Trustee Training sessions are June 1 or June 8 at the DCIU. This year's considered topics are Board 101 and Diversity & Inclusion. Donna will provide registration information as it becomes available. Diane pointed out that two Trustees are required to attend.
- Health Awareness Day will be April 6 from 9 to 11:30 am at the High School. Ms. Maginnis and Ms. Augustine will staff the table, but all Trustees are welcome to help or attend. Ms. Murray pointed out that sticky notepads left over from previous events are available as handouts. It was agreed the notepads will be used.
- Paperwork to have a notary public available in the Library for public use is being completed. Passport service is being researched.
- Ms. Maginnis and Ms. Murray attended the January 14 Friends Meeting. The Friends' recent book sale generated \$309 in sales. Ms. Maginnis shared a number of fundraising ideas with the Friends.
- All Trustees and Liaisons have renewed their Friends memberships.
- The Trustee Training DVD is in Ms. Maffei Hahn's possession.
- Television, lockdown and camera policies are still being prepared.
- A number of revised policies were distributed to the Trustees for their binders.
- Winter brochures of library programs were distributed.
- Township Fall Festival Date is September 22, with a rain date of the 29<sup>th</sup>.

#### **COMMITTEE/LIAISON REPORTS**

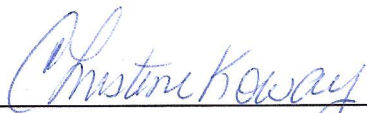
The December DCLB meeting did not have a quorum.

Ms. Koway and Ms. Augustine reported on the December and January, respectively, Commissioners' meetings. Trish Hollabaugh has resigned as 9<sup>th</sup> Ward Commissioner; Steve Bidoli will be her replacement. There will be no increase of real estate taxes in 2019. The Township has a new zoning manager. Ms. Whitehouse and Ms. Maffei Hahn have been approved as Trustees for three more years.

Next meeting of the Board of Trustees will be Monday, February 25, 2019 at 6:00 PM.

#### **BOARD ADJOURNED AT 7:02 PM**

Respectfully submitted by:




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Christine Koway, Secretary, RTPL

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY  
February 25, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Joan Mitchell, Donna Murray, Ann Whitehouse, Judith Augustine,

ABSENT: Betsy Cummins, Christine McMenamin

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

None.

**MINUTES**

Motion was made to approve the minutes of the Trustee meeting of January 28, 2019 noting the typographical error to Ms. Augustine's name under Old Business. (Brown/Whitehouse) Unanimous Agreement

**TREASURER'S REPORT**

All finances were found to be in order. Motion was made to pay bills for February 2019. (Whitehouse/Maffei Hahn) Unanimous Agreement

**STATISTICS**

Statistics look good and attendance at programs continues to increase.

**OLD BUSINESS**

Ms. Murray asked the Board to ratify the email decision to implement a \$3 charge for chair yoga sessions. (Maginnis/Mitchell) Unanimous Agreement

Ms. Murray informed the Board that some repairs have been started as a result of her email to the general contractor outlining post-construction issues that have gone unaddressed. Ms. Murray continues to work on these issues with the Township and the general contractor and is working on getting an extended warranty.

Health Awareness Day is April 6, 2019. Ms. Maginnis and Ms. Augustine will be in attendance on the Library's behalf.



## **NEW BUSINESS**

Next Commissioners' meeting is February 27 at 6:00 PM (Ms. Augustine scheduled to attend). The next DCLB meeting is April 4, 2019 at Ridley Township Public Library & Resource Center (Ms. Augustine and Ms. Maginnis scheduled to attend). All Trustees are welcome to attend the meeting.

Ms. Maffei Hahn informed the Board that the Library is not listed on the blood drive locations online. Ms. Murray will look into this.

## **FUNDRAISING REPORT**

The craft fundraiser at Busy Bee's Pottery & Arts Studio on Saturday, March 2, 2019, has an estimated 50 people signed up. Ms. Koway and Ms. Maffei Hahn attended a Designer Bag Bingo to get ideas. The Board decided to schedule a bingo in the fall since there are already so many being held, including one for the Township, at this time.

The Teddy Bear Mobile fundraiser scheduled for April 13, 2019 has received a great response on Facebook. Ms. Murray confirmed that the Library does have a PayPal that could be used for future fundraising activities to make it easier to purchase tickets.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported on the following:

- The Library is unable to increase fines for late DVD's to offset the loss of rental income since the fines are set by the County.
- IRS paperwork for the name change has been received and delivered to the bank
- The Library is hosting Delaware County Library Foundation focus group sessions on Wednesday, March 20 for Trustees, and Thursday, March 21 for Friends. Ms. Maginnis will attend on behalf of the Trustees. Ms. Mitchell and Ms. Whitehouse also expressed interest in attending. Ms. Murray asked for responses by March 7.
- The Franklin Institute has cut back funding for Science in the Summer sessions at Delaware County Libraries. In 2019 RTPL will host one session for each age group. The should go back to two sessions in 2020.
- Ms. Christensen will take the notary test on Thursday, Feb. 28.
- Director distributed a revised Organization Chart and a communication from the accountant handling the Library audit.

## **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees.

## **PRESIDENT'S REPORT (Dianne Maginnis)**

Ms. Maginnis discussed:

- The Ridley Township Fall Festival is scheduled for September 22, 2019, with a rain date of September 29.

- Trustee Training for 2019 has been scheduled for June 8. Possible topics are Board 101 and Diversity & Inclusion. Ms. Maginnis and Ms. Mitchell will attend.
- She has been in contact with the new auditor, answering questionnaires and signing authorizations to permit access to accounts. This is standard procedure when a new auditor has been hired.
- Discussions are ongoing with the Director regarding acquiring security cameras for the Library, particularly at the front door and in the Children's Section, when funds are available.
- In light of the resignation of the Friends Secretary, Ms. Maginnis has asked Ms. Murray, who has agreed, to take over the newsletter. The newsletter will become a library newsletter, rather than just for Friends. Ms. Murray hopes to grow the mailing list with library patrons.
- The Director was asked to check into the status of why Library Programs were not being advertised on the Ridley Channel. Diane noted that no Library Programs, Events or Fundraisers had been advertised for a while.
- The lockdown policy is still being prepared.
- Some libraries are having a gathering for patrons to get opinions. One library is offering a chance to win an iPad to those in attendance.
- Ms. Maginnis discussed an article regarding a county wide recycling program

#### **COMMITTEE/LIAISON REPORTS**

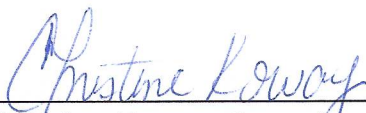
Ms. Brown reported on the February DCLB meeting. A new online catalog was released with search features similar to Amazon. The DCL purchased 300 units of training for library employees on how to handle the homeless in libraries. The program allowing residents to get an online library card for downloading e-books was extremely successful. Delaware County was the fifth in the country for use statistics. Ms. Bittle was able to extend the program at a discounted cost.

The February Commissioners' meeting will take place this week.

Next meeting of the Board of Trustees will be Monday, March 25, 2019 at 6:00 PM.

#### **BOARD ADJOURNED AT 7:02 PM**

Respectfully submitted by:




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Christine Koway, Secretary, RTPL



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
March 25, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Joan Mitchell, Ann Whitehouse, Donna Murray, Judith Augustine, Betsy Cummins, Mary Tobin, Sue Uleau, Denise Lynch, Keith Eckert

ABSENT: Christine McMEnamin

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

Representatives from the Friends group introduced themselves, giving their titles: President Sue Uleau, Membership Chair Denise Lynch and Secretary Keith Eckert. The Trustees and Commissioner Liaison were introduced to the Friends. The Friends presented the Library with a check in the amount of \$10,500. The funding is for children's and adult programs. The Trustees thanked the Friends for the generous donation.

**MINUTES**

Motion was made to approve the minutes of the Trustee meeting of February 25, 2019 (Brown/Maffei Hahn) Unanimous Agreement.

**TREASURER'S REPORT**

All finances were found to be in order. Professional fees line items includes payment to the auditor. Grant expenditure of \$808 is a separate line item which will be reimbursed by the Ridley Educational Foundation. Utilities figure is high due to winter heating costs and is expected to even out during milder months.

Ms. Maffei Hahn noted that no check list was sent to the Trustees for the March check list approval. Ms. Maginnis asked Ms. Murray to be sure to always send the check list with the Board Packet so that Trustees have time to review the list and proceed with approval. Ms. Murray stated that the packet, typically sent the Wednesday before the Trustee Meeting, would be delayed by waiting for the check list. The Trustees agreed that they prefer to get the check list with the board packet, even if it means getting the packet later in the week.

Motion was made to pay bills for March 2019 (Augustine/Mitchell) Unanimous Agreement

**STATISTICS**

Statistics look good and attendance at programs continues to increase.



## **OLD BUSINESS**

Ms. Murray reported on outstanding repairs to the library. The cracked window in the administrative office has been repaired. Stained ceiling tiles in the meeting room and public restrooms have been replaced. Two major issues – handicap button for inner door and multiple carpet pulls – are still outstanding. Ms. Cummins stated that the Township has been in contact with the carpet installer. Ms. Maginnis asked about repairs to the stained shade in the large meeting room. Ms. Murray responded that it is on the list and has been reported to the contractor and the Township. Ms. Maginnis commented that the shades, purchased by the Friends for the new library, were expensive.

There was a discussion about using revenue from Trustee fundraising to purchase security cameras for the Library. The Board approved up to \$3500 for the project. The Trustees agreed to use the total 2018 Trustee fundraising revenues (less the funds used for the Chromebook) as well as current 2019 revenues for the security system. Ms Murray was asked to inform the Trustees if the cost exceeds the approved amount. (Mitchell/Maginnis) Unanimous Agreement

It was also noted that there are two more Trustee fundraisers scheduled, which can contribute to pay for the security system to hopefully avoid using Reserve Account funds.

## **NEW BUSINESS**

Next Commissioners' meeting is scheduled for Wednesday, March 27, 2019 at 6:00 PM (Ms. Maginnis scheduled to attend). The next DCLB meeting is scheduled for April 4, 2019 at Ridley Township Public Library & Resource Center (Ms. Augustine and Ms. Maginnis scheduled to attend). All Trustees are welcome to attend the meeting.

Ms. Cummins informed the Board that fundraising, the blood drive and notary services are now being advertised on the Township television channel.

Ms. Murray requested approval to close the Library for half a day in May or June for the staff to attend a class presented by the Department of Emergency Services of Delco. (Maginnis/Brown) Unanimous Agreement

The subject of requiring background clearances for anyone invited to the library for Children's Programming was discussed. While the Board was receptive to the idea, Ms. Murray will research the subject further for discussion at next month's meeting.

## **FUNDRAISING REPORT**

The Busy Bees fundraiser brought in \$318.60 from the event and an additional \$139 from the 50/50 held there. The Teddy Bear Mobile event is Saturday, April 13, 2019. A fundraiser at Xscape the Room in Media has been scheduled for Thursday, May 9, 2019. Ms. Cummins will have this event advertised at the high school.

Ms. Koway has been looking into an online wine sale with One Hope Wines in June and a murder mystery event for October. It was suggested that perhaps the high school drama club could be used as actors for the event. She has also been looking for different craft events since the library has had success with them.

### **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported on the following:

- Notary services are now available at the Library
- The blood drive has been added to the website
- Money has been re-allocated to allow all Science in the Summer sessions to be restored at all libraries. Program sponsored by the Franklin Institute.
- The Friends will be holding a month long book sale in April with discount prices as part of National Library Month
- The Library will be closed on Sunday, April 21, 2019, in celebration of Easter.

Kevin Shirley has resigned his position as Circulation Assistant. Ms. Murray requested approval to hire two part-time employees – Cheryl Forney and Kristin Vosheski – to replace him. The total hours worked will remain the same. (Maginnis/Whitehouse)  
Unanimous Agreement

In response to an inquiry Ms. Koway made outside of the meeting, Ms. Murray confirmed that the name being used by the Friends for the Amazon Smiles program is PA Citizens for Better Libraries in Folsom. It was discussed that perhaps the name could be changed to include Ridley Township in the name so it can be more easily found by those wanting to participate / donate. Ms. Murray will discuss with the Friends.

### **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees.

### **PRESIDENT'S REPORT (Diane Maginnis)**

The Library's new notary service is being advertised on the government channel.

Ms. Mitchell, Ms. Whitehouse and Ms. Maginnis attended the Delaware County Library Foundation focus group. There were 26 trustees from 16 libraries in attendance. The Foundation was started in the 1990's. There is approximately \$400,000 available in the fund. The Foundation has a website, which lists its Board members, and Ms. Maginnis urged the Trustees to check it out. Advertising and security were the top two items the attending trustees would most like to see those funds used for. The group is working on a strategic plan and mission statement to re-establish the organization and to focus on donations, loans and grants to be used by the libraries, and other ways to replace funding cut by the State. Ms. Murray was instructed to send minutes and focus group reports to the Trustees when they become available.



The Delaware County Chamber of Commerce will host a book discussion at RTPL on Wednesday, April 24.

Ms. Maginnis asked the Director to include monthly Notary Service numbers and revenue in her report.

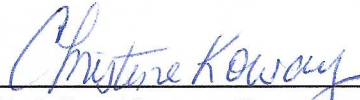
**COMMITTEE/LIAISON REPORTS**

No report from the February Commissioners' meeting. There was no DCLB meeting.

Next meeting of the Board of Trustees will be Monday, April 22, 2019 at 6:00 PM.

**BOARD ADJOURNED AT 7:30 PM**

Respectfully submitted by:



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Christine Koway, Secretary, RTPL



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & Resource Center  
April 22, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Joan Mitchell, Ann Whitehouse, Donna Murray, Judith Augustine, Betsy Cummins, Christine McMenamin

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

None

**MINUTES**

Motion was made to approve the minutes of the Trustee meeting of March 25, 2019 (Maginnis/Whitehouse) Unanimous Agreement.

**TREASURER'S REPORT**

All finances were found to be in order. Motion was made to pay bills for April 2019 (Maginnis/Brown) Unanimous Agreement

**STATISTICS**

Statistics look good. Program attendance has more than doubled overall, and attendance at children's programs has tripled. In comparison to last year's numbers, circulation is up 34 percent.

**OLD BUSINESS**

None

**NEW BUSINESS**

Next Commissioners' meeting is Wednesday, April 24, 2019 at 6:00 PM (Ms. Maginnis scheduled to attend). The next DCLB meeting is June 6, 2019 at Rachel Kohl Community Library (Ms. Maffei Hahn and Ms. Whitehouse scheduled to attend)

Draft revisions to the Child Protection Policy to include background clearances for Children's Programming performers and presenters was approved. (Koway/Whitehouse) Unanimous Agreement

The provision that permission is needed to videotape and/or audiotape in the Library was removed from the Patron Code of Conduct due to the Director's belief that the Library cannot legally prevent this activity. (Maginnis/Augustine) Unanimous Agreement

## **FUNDRAISING REPORT**

The Teddy Bear Mobile event generated \$160.00 for the Library. 25 percent of the profits will be allocated to Children's Programming as advertised on the flyer. The Gourmet & Entertainment raffle basket generated \$183.00 for the Library. The fundraiser with Xscape the Room in Media has been scheduled for Thursday, May 9, 2019. Ms. Koway mentioned possible fall fund-raisers, including a Murder Mystery event and a Wine Tasting.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported on the following:

- Victor Piotti is preparing a proposal for security cameras and has stated it will be within our budget
- Representatives from the Franklin Mint Federal Credit Union met with the Director regarding banking services and financial literacy programs, including a Berenstain Bears program for children
- The blood drive scheduled for May 1, 2019 has 24 of 30 spots filled
- The deadline to purchase discounted soccer tickets for the May 29, Philadelphia Union game through the Chamber of Commerce is May 17.
- Kim Christensen has been accepted and awarded full sponsorship to the PALS Leadership Academy in June
- Inner handicap door is broken; Township sending someone from Synergy Glass & Door Service to handle.
- The following documents were distributed:
  - Revised Employee chart
  - 2019-2020 Agreement for the Provision of District Library Services in Delaware County

## **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees.

## **PRESIDENT'S REPORT (Dianne Maginnis)**

Ms. Maginnis reported on the following:

- The Library will open at 1:00 pm on May 10, 2019 for a staff emergency preparedness training in the morning.
- Ms. Maginnis and Ms. Mitchell have signed up for the Trustee Training.
- Next Friends meeting date is TBA; Denise Lynch is looking into renaming the link for the Amazon Smile program to make the library as beneficiary more clear

## **COMMITTEE/LIAISON REPORTS**

Ms. Maginnis reported from the March DCLB meeting. At this meeting, DCLS Executive Director Cathy Bittle introduced a Sierra program that allows remote registration for library cards. Ms. Bittle requested that RTPL be the first to try it out at the Health Awareness Day. Ms. Bittle offered to attend with Ms. Augustine and Ms. Maginnis to register local residents



for library cards. Ms. Maginnis reported that the process is very easy, and they registered five adults and one child for new cards at the two-hour event. A laptop with scanner is available to all DCL Libraries for outside events.

The addition of notary service at RTPL was mentioned at the DCLB. The DCLB Board stated that it was a great idea. To date, the service has generated \$30.00 of income.

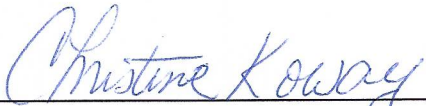
The Health Awareness Day also included Representative Leanne Kruger-Braneky discussing the REAL ID act. A Ridley teacher volunteered to lecture at the library on the Animal Forensics Program at no charge to the library. Diane also passed information to the Director about donating books to the Kara Barnard Fund for Youth Literacy, and an offer of golf instruction.

Ms. Maginnis ~~and Ms. Augustine~~ reported from the March Commissioners' meeting. Commissioner Willert gave recognition to the Library for doing a good job. He also discussed a video showing a boy being bullied that went viral on the internet and the steps that were taken to apprehend those responsible. Detective Billy Henderson was promoted to Lt. Detective. Ridley residents can sign up for the anti-crime unit app. A motion was made by the Commissioners to adopt the revised Civil Service Amendment for the Police Physical Exam Policy only.

Next meeting of the Board of Trustees will be Monday, May 20, 2019 at 6:00 PM.

**BOARD ADJOURNED AT 6:50 PM**

Respectfully submitted by:

  
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Christine Koway, Secretary, RTPL



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY  
May 20, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Joan Mitchell, Donna Murray, Judith Augustine, Mary Tobin

ABSENT: Ann Whitehouse, Christine McMenammin, Betsy Cummins

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

None

**MINUTES**

Motion was made to approve the minutes of the Trustee meeting of April 22, 2019, noting that Ms. Augustine was erroneously listed as scheduled to attend the March Commissioner's meeting (Mitchell/Maffei Hahn) Unanimous Agreement.

**TREASURER'S REPORT**

Ms. Mitchell noted that all finances were found to be in order. Motion was made to pay bills for May 2019 (Mitchell/Maginnis) Unanimous Agreement

**STATISTICS**

Statistics look good, and attendance at programs continues to increase. Library attendance has more than doubled over the past two years.

**OLD BUSINESS**

The proposed Patron Code of Conduct was approved pending two changes: 1) replacing "patrons" with "visitors" in the opening paragraph; and 2) adding "but not limited to" prior to the list of noisy or disruptive behavior. (Koway/Brown) Unanimous

**NEW BUSINESS**

Next Commissioners' meeting is Wednesday, May 22, 2019 (Ms. Whitehouse scheduled to attend). The next DCLB meeting is June 6, 2019 at Rachel Kohl Community Library (Ms. Maffei Hahn and Ms. Whitehouse scheduled to attend).

**FUNDRAISING REPORT**

The fundraiser with Xscape the Room in Media generated \$569.94 for the Library. The previously discussed wine fundraiser will be postponed to closer to the holiday season.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported on the following:

- Lock boxes have been installed over the temperature control units in the lobby and meeting room.
- The Delaware County Library Foundation Strategic Plan is nearing completion. The President of the Foundation will share the plan and the results of the focus group sessions at the June 6 DCLB meeting.
- Cathy Bittle is appealing to staff and trustees from all DCL libraries to advocate for library funding if they know any county council candidates. The DCL budget has been cut the past two years.
- DCL needs to replace 40 circulation computers. Analysis has indicated that public computers are used at 29 percent of capacity (33 percent at RT), indicating some computers will be repurposed to save money. First step is a voluntary turn-in.
- The county solicitor, Mike Madren, spoke to library directors about the Sunshine Act, therapy animals in the library, social media policies and banning people from the library.

## **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees.

## **PRESIDENT'S REPORT (Dianne Maginnis)**

Ms. Maginnis reported on the following:

- The Library hosted The Delco Chamber of Commerce Book Discussion on April 24 2019. The Chamber has asked to use the space for their May meeting.
- May 30, 2019 is the Emergency Preparedness Seminar at the library.
- Officer nominations will be made at the June meeting. There is no Board meeting in July. Voting on officer nominations will take place at the August meeting.
- The Friends Paint Night was cancelled.
- Ms. Maffei Hahn is still in possession of the Trustee Training DVD.
- The Emergency Policy is still being worked on.
- The Television Policy is no longer needed since the Board decided not to rent to outside advertisers.
- Board of Trustee Contracts were handed out and signed by the Trustees. Ms. Murray will make a copy for her files, and return a copy to each Trustee for their binders at the June meeting.
- Copies of the Ridley Township Public Library Summer 2019 program brochures for children, adults and teens were distributed to the Trustees.

## **COMMITTEE/LIAISON REPORTS**

There was no DCLB meeting in April.

Ms. Maginnis reported from the April Commissioners' meeting. Commissioner Pat McMenamin gave a plug to the Library. First responders were commended. The Township is replacing three vehicles with funds already included in the budget. The Township is

looking into getting a recycling transport container. Proposed revisions to the Police Physical Exam policy were accepted.

Next meeting of the Board of Trustees will be Monday, June 24, 2019 at 6:00 PM.

**BOARD ADJOURNED AT 6:40 PM**

Respectfully submitted by:



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Christine Koway, Secretary, RTPL



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY  
June 24, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Joan Mitchell, Ann Whitehouse, Donna Murray, Judith Augustine, Mary Tobin, Betsy Cummins, Cathy Bittle

ABSENT: Christine McMenamin

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

None

**MINUTES**

Motion was made to approve the minutes of the Trustee meeting of May 20, 2019 (Augustine/Brown) Unanimous Agreement.

**TREASURER'S REPORT**

All finances were found to be in order.

**STATISTICS**

Statistics look good and attendance at the programs continues to increase.

**OLD BUSINESS**

The Fall Festival is 10 AM to 3 PM on Sunday, September 22, 2019, with a rain date of September 29. The Library will open early at 10 AM (Maginnis/Maffei Hahn) Unanimous Agreement. The Library has been asked not to sell water this year since another group will be offering it. The Trustee table will include soft pretzels (Ms. Maffei Hahn), baked goods, 50/50 chances, and candles (Ms. Koway). Ms. Augustine and Ms. Brown will canvas for raffle baskets.

**NEW BUSINESS**

The next Commissioners' meetings are June 26 at 6 PM (Ms. Brown scheduled to attend) and July 24 (Ms. Mitchell). The next DCLB meeting is August 1 at Middletown Library (Ms. Augustine and Ms. Mitchell).

Ms. Murray included a draft copy of the Social Media Policy in her pre-meeting packet to the Trustees for review/comments to be sent prior to the August Board Meeting.

In light of the retirement of a full time employee, Ms. Murray has proposed a change to staff job descriptions. This matter will be discussed in a closed session directly following this Board meeting.

Ms. Maginnis and Ms. Mitchell attended the Trustee training and reported that it was one of the best ever attended. It addressed Trustees and their fiduciary responsibilities as a Board of Directors to the Library and Director. As a result of Corporate By-Laws noted in the training session, two new issues were brought to the Board and approved (Maginnis/Whitehouse) Unanimous Agreement.

1. Posting approved, signed and dated Minutes on the Library web site each month.
2. Library Binder to be made available for public viewing, which will contain Board Meeting Minutes; Contact Lists of Employees and Trustees; Mission Statement; Job Descriptions; By Laws; and Library Policies. All documents should be kept current. The Director and Board President will work on the binder.

### **FUNDRAISING REPORT**

The Friends have changed their name on the Amazon Smiles program to the Friends of the Ridley Township Public Library. Ms. Koway talked about a program similar to Amazon Smiles called FlipGive and will forward information to the Trustees via email. A food truck event, suggested by Ms. Augustine, and a craft beer event were discussed. Ms. Cummins will gather information for the Trustees about food truck events.

### **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported that all updates are included in her written report (attached).

### **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees. A list from the County was published regarding DCLB Board Meeting attendance. This Library has met the requirements.

### **PRESIDENT'S REPORT (Diane Maginnis)**

Ms. Maginnis reported on the following:

- Trustee Elections will be held in August as there is no July Board Meeting. Nominations can be made through email or at our August Board Meeting. Ms. Koway indicated she would like to concentrate on chairing fundraising.
- The revised Patron Code was distributed to Trustees for their binders.
- A Security Camera Policy is being drafted by the Director to be presented to the Trustees.
- Informational Sheets from the Trustee Training Session were handed out to Trustees noting state Library Laws. Because of the size of the documents, Trustees were given web sites and encouraged to read them at their leisure.
- The Friends held elections at the June 3 meeting. The Secretary position remains vacant.
- The Friends have tentative dates in October for a Clothing Drive and Paint Night. The Director will check with the Township about the Clothing Drive to be held in the Parking Lot. Firm dates on fund raisers are TBA.

- The Friends have a new volunteer, Trudi Rockwell, who has been diligent in working in the Book Room sorting books, etc. for the ongoing and fall book sales.
- The Emergency Preparedness workshop schedule for May 30 was postponed.

### **COMMITTEE/LIAISON REPORTS**

Ms. Maffei Hahn reported from the June DCLB meeting:

- The DCLB lost three employees, one of whom retired
- The 2018 Financial reviews are due by August 1, 2019
- Hosts are needed for 2020 DCLB meetings
- Public internet usage has dropped over the past few years. Because many administrative computers need to be replaced, DCL would like to repurpose public computers for admin. It could reduce the number of public computers by 40 percent. Chromebooks are not included in this reduction.

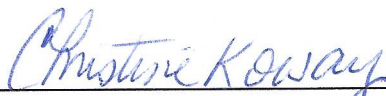
Ms. Whitehouse reported from the May Commissioners' meeting:

- Milmont Park Fire Department's 100 Year Anniversary
- Block parties permit approvals
- Senior games held on June 10, 2019
- Notre Dame de Lourdes had a Food Truck Fest in June

Next meeting of the Board of Trustees will be Monday, August 26, 2019 at 6:00 PM.

### **BOARD ADJOURNED AT 6:37 PM**

Respectfully submitted by:



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Christine Koway, Secretary, RTPL



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY  
August 26, 2019**

ATTENDANCE: Diane Maginnis, Christine Koway, Suzanne Brown, Lisa Maffei Hahn, Ann Whitehouse, Donna Murray, Judith Augustine, Mary Tobin

ABSENT: Joan Mitchell, Christine McMenamin, Betsy Cummins

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

None

**MINUTES**

Motion was made to approve minutes of the Trustee meeting of June 24, 2019 (Whitehouse/Maffei Hahn) Unanimous Agreement. Motion was made to approve closed minutes of the Trustee meeting of June 24, 2019 (Whitehouse/Maffei Hahn) Unanimous Agreement.

**TREASURER'S REPORT**

All finances were found to be in order. On the Financial Report for July, the first column will be corrected to read July instead of June. Motion was made to pay the bills for June, July and August (Augustine/Brown) Unanimous Agreement.

**STATISTICS**

Statistics look good and attendance at programs continues to increase.

Ms. Whitehouse asked what the outreach programs are. Ms. Murray explained that outreach programs include, but not limited to, school events, daycare visits, summer pool visits and senior fairs and health fairs.

**OLD BUSINESS**

The Election of Officers results are:

President – Diane Maginnis (Koway/Whitehouse) Unanimous Agreement.

Vice President – Judy Augustine (Brown/Maginnis) Unanimous Agreement.

Treasurer – Suzanne Brown (Maginnis/Koway) Unanimous Agreement.

Secretary – Lisa Maffei Hahn (Augustine/Whitehouse) Unanimous Agreement.

The draft Social Media Policy sent out with the Board meeting documents was discussed and approved (Brown/Whitehouse) Unanimous Agreement.

## **NEW BUSINESS**

The next Ridley Township Board of Commissioners' meeting is Wednesday, August 28 at 6:00 PM (Ms. Mitchell scheduled to attend). The next DCLB meeting is Thursday, October 3, at Radnor Memorial Library (Ms. Mitchell scheduled to attend).

## **FUNDRAISING REPORT**

A Phillies ticket fundraiser was held in August and generated \$160.00 for the Library.

The Library will host a Murder Mystery fundraiser, The Mystery of Devil's Gulch, on Friday, November 1, 2019, at Ridley's Creekside Center. The Township is donating the use of the hall. The Board decided to make it a BYOB/food event to keep the tickets at a low cost of \$20.00. Ms. Koway asked that each Trustee donate a table centerpiece.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported on the following:

- The Fall Festival scheduled for Sunday, Sept. 22 has 23 vendors registered at \$35.00 each. All proceeds go to the Library
- In lieu of additional staff changes, the revised Organizational Chart has been put on hold
- Ms. Murray has begun work on a sponsorship drive to fund museum passes and Chromebooks. She asked the Trustees to provide her with recommendations of local businesses that might consider sponsoring a pass.

## **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees. The Board was provided with a copy of the thank you letter sent to Representative Stan Saylor for the increase in library funding in 2020. The Board also received a copy of the Reciprocal Borrowing Report and the Municipal Funding Profile. Ms. Maffei Hahn asked for clarification of what Reciprocal Borrowing is on the list of county aid received by library and why Springfield received zero money. Ms. Murray replied that Reciprocal Aid is based on loaning materials to libraries outside Delaware County. Her understanding is that since Springfield will not loan DVD to other libraries, they do not receive this funding.

## **PRESIDENT'S REPORT (Diane Maginnis)**

Ms. Maginnis reported on the following:

- September is Library Card Signup month
- New signature cards will need to be signed at the bank due to the change in officers
- There will be no Board of Trustees meeting in November 2019
- The Board Minutes are now available on the Library's website
- A thank you letter was sent to Cathy Bittle for facilitating the closed meeting in June
- Ms. Murray's three-year anniversary as Director will be September 19, 2019. The Board will discuss her compensation package, which will be based on completed goals and other factors.



- Staff raises for 2020 will be discussed by Trustees by year-end. Diane asked Donna to give her specifics about how staffing changes will affect the budget, to enable Trustees to be cautious about how this affects the budget.
- Diane asked Donna to keep the Trustees informed of staff changes, out of courtesy. She also asked for a new organization chart when all the changes are completed.
- Diane has been working on a list of library donors for Donna, in connection with Donna's museum pass sponsorship efforts. The list includes all donors, including gift cards, gift baskets, cash, donations for library fundraisers, etc. Diane will send the list to the Director and Trustees and asked everyone to make any needed additions.
- The Trustees discussed funding a museum pass
- Friends clothing drive is scheduled for Saturday, Oct. 19 from 9:00 am to 2:00 pm
- Friends fall-themed Paint Night will be Wednesday, Oct. 23, 2019 at 7:00 pm

### **COMMITTEE/LIAISON REPORTS**

Ms. Augustine reported from the August DCLB meeting. Among the items discussed were:

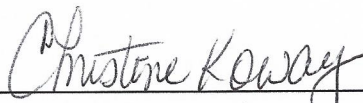
- A new Public Relations and Grants Coordinator has been hired
- All libraries received state aid for 2019
- Middletown Library will be temporarily moving during scheduled renovations
- Literary Council and September Library Signup month

Ms. Brown reported from the June Commissioners' meeting. The meeting was short with nothing substantial to report.

Next meeting of the Board of Trustees will be Monday, September 23, 2019 at 6:00 PM.

### **BOARD ADJOURNED AT 7:25 PM**

Respectfully submitted by:




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Christine Koway, Secretary, RTPL



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
SEPTEMBER 23, 2019**

ATTENDANCE: Diane Maginnis, Judith Augustine, Christine Koway, Suzanne Brown, Ann Whitehouse, Lisa Maffei Hahn, Donna Murray

ABSENT: Christine McMenamin, Betsy Cummins, Joan Mitchell

6:02 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**MINUTES**

After a short discussion on reciprocal agreement, a Motion was made to approve the minutes of the Trustee meeting of August 26, 2019 (Brown/Augustine). Unanimous Agreement.

**TREASURER'S REPORT**

Ms. Brown presented her first report as Treasurer. She and Ms. Murray met on September 18<sup>th</sup>. All finances were found to be in order. Ms. Maginnis asked Ms. Murray to remove income from Notary services from miscellaneous and create a separate line item for it. Motion was made to pay bills for September 2019 (Koway/Maginnis). Unanimous Agreement.

**STATISTICS**

Ms. Murray advised the Board that the library continues to be strong in programming and borrowing statistics. The stats are up and are better than other trends in the country.

**OLD BUSINESS**

Discussion took place regarding carpet cleaning and an incident that happened in the library last week. Ms. Murray stated that the carpets in general need to be cleaned.

**NEW BUSINESS**

The next DCLB meeting is scheduled for October 3, 2019 at 7:00 PM at Radnor Memorial Library. Ms. Maginnis asked for a backup as Ms. Mitchell is scheduled but will most likely be unable to attend. Ms. Hahn and Ms. Augustine volunteered to attend. Next Commissioners' meeting is scheduled for Wednesday, September 25, 2019 at 6:00 PM (Ms. Hahn scheduled to attend). The October Commissioners' meeting is scheduled for October 23, 2019 at 6:00 PM (Ms. Whitehouse scheduled to attend).

## **FUNDRAISING REPORT**

Murder Mystery: Ms. Koway gave the fundraising report and stated that actors are needed for our Murder Mystery fundraiser. We need people to take on the roles of three females and two males. She asked everyone to please ask around to see if anyone they know is interested in playing a part. Ms. Murray reported that the library has sold three tickets so far for this event. Ms. Koway will send out a prop list to see if anyone has some of the items lying around at home. The deadline to register is October 22<sup>nd</sup>. We need to sell a minimum of fifty tickets to make it worthwhile. Ms. Maginnis asked Ms. Murray about arranging an advertisement with the Delaware County Chamber of Commerce. Ms. Koway revised the flyer and asked everyone to post in local businesses.

Bowling: A suggestion was made to look into a bowling fundraiser. Sproul Lanes had a fundraising program. Ms. Koway will check with MacDade Bowl to see if we can hold a fundraiser there. Ms. Maginnis advised that MacDade Bowl had offered a lucrative fundraiser in the past to the Library to include bowling and pizza.

Ms. Koway investigated costs associated with having a wine fundraiser and gathered information from Chadds Ford Winery. Charges are \$300 to come out, and we must purchase a minimum of three cases at \$150 each. Costs are prohibitive at this time.

Candles that were not sold at the Fall Festival will be sold in the library. Cost to make the candles was \$80. Ms. Maginnis advised that Ms. Koway should be reimbursed for materials for the candles. Tickets for the Wine and Dine raffle basket are being sold in the Library. Drawing will be on Halloween. The check from the Phillies fundraiser was received. There was discussion regarding asking the Township about having a spring flea market. All proceeds from the craft tables at the Township Fall Festival went to the library.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reviewed the upcoming children, teen, and adult events. There were 38 Notary transactions for \$190 revenue in August. The year-to-date total is \$797. Avery King and Trudi Rockwell have joined the Library circulation team. The Next Friends meeting is on Monday, October 14<sup>th</sup> at 6 pm. The Friends made almost \$1100 on the book sale at the Fall Festival. See attached Director's Report for specific information.

Ms. Murray has done research about the library becoming a passport center and has conferred with a contact in Quarryville. There is yearly training required. We would need to have a few staff trained. It could be very lucrative. She will keep the Board posted on this potential new service.

Ms. Murray stated that she, Ms. Tobin and Ms. Christensen have discussed increasing resources for patrons with special needs and their families. What steps should we take? They will do some research. Colleges may have special education departments that would be helpful and who may know what resources would work.



Ms. Maginnis asked the Board members to think about other services which could be offered at the library that would be beneficial to the community.

### **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees. The Reciprocal Borrowing Report was revised with an increase in State Aid. The 2019-2020 System Member Library Profile was also reviewed. RTPLRC will get maximum aid because we have met all criteria, including attending all meetings.

### **PRESIDENT'S REPORT (Diane Maginnis)**

The Board President advised that she would give Joan Mitchell's resignation letter, and Michele Johnston's resume to Betsy Cummins (Commissioner Liaison) as soon as possible for the Commissioners to consider at their October Workshop and Meeting. She will also send out Michele's resume to the Trustees and the Director.

Both the Trustee table and the Friends book sale at the Fall Fest were successful.

All Board officers have signed the signature cards at TD bank. Diane reported that she met with a contact at TD Bank and was advised that the process to close Library Accounts is very simple and would take 5-10 minutes. She was also advised to make sure all payroll/vendor checks had cleared to allow for a smooth transition.

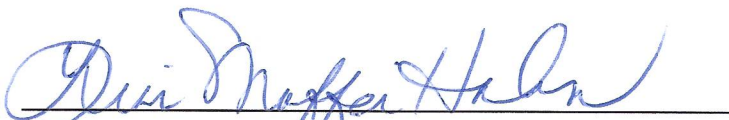
Franklin Mint Federal Credit Union will be coming to the Library to do programs. We have not yet received any sponsors for our museum passes. Ms. Murray is still working on this. The Board will receive the final Social Media Policy for the Trustee binders at the next meeting. Ms. Hahn still has the Trustee DVD.

### **NEXT MEETING:**

Next meeting of the Board of Trustees will be Monday, October 28, 2019, at 6:00 PM. There will be no meeting in November.

### **BOARD ADJOURNED AT 7:05 PM**

Respectfully submitted by:

  
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Lisa Maffei Hahn, Secretary, RTPLRC



**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
October 28, 2019**

ATTENDANCE: Diane Maginnis, Donna Murray Judith Augustine, Suzanne Brown, Lisa Maffei Hahn, Michele Johnston, Christine Koway, Ann Whitehouse, Christine McMenamain

ABSENT: Betsy Cummins

6:00 PM Diane Maginnis called the meeting to order. New Board member Michele Johnston was recognized and introductions were made all around. Welcome Michele!

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**MINUTES**

Motion was made to approve the minutes of the Library Board Meeting of September 23, 2019, and the minutes of the Special Board Meeting held on October 7, 2019. (Whitehouse/Brown). Unanimous Agreement.

**TREASURER'S REPORT**

Ms. Brown reported that she and Ms. Murray meet regularly. All finances are in order. The Check List was reviewed. The payment to the Township for the Library portion of the electric bill includes two months of service. Motion was made to pay bills for October 2019 (Brown/Maginnis). Unanimous Agreement. Ms. Murray will submit the 2020 Budget for approval at the next Board Meeting.

There was discussion as to what items are included in the miscellaneous category. Ms. Murray does break out specifics if miscellaneous is a large amount. In the future, she will break down all miscellaneous expenses in the pre-report to Ms. Maginnis and Ms. Brown.

Ms. Whitehouse asked what constitutes "unrestricted reserve." Ms. Maginnis responded that unrestricted reserve is a figure we are not touching. It is money we have from donations or accumulated funds from finishing "in the black" over the years.

Ms. McMenamain asked who audits the books for the library. Ms. Murray reported that our auditor is George Fieo.

## **STATISTICS**

The statistics were reviewed. Board members agreed that the statistics look very good.

## **NEW BUSINESS**

The next Ridley Township Board of Commissioners Meeting is November 20<sup>th</sup> at 6 PM in Garling Hall. Ms. Augustine is scheduled to attend. DCLB meeting is scheduled for December 5<sup>th</sup> at 7 PM at Media-UP Free Library. Ms. Maffei Hahn and Ms. Augustine scheduled to attend. The 2020 Library Trustee Meeting Schedule and the 2020 Library Holiday Schedule were distributed and reviewed. Motion was made to approve the 2020 schedules (Augustine/Hahn). Unanimous agreement.

## **FUNDRAISING REPORT**

Murder Mystery: Ms. Koway gave the fundraising report. The Murder Mystery fundraiser was cancelled due to low ticket sales (10), but is still on the Township channel and on Facebook. There were a couple of tickets that still needed to be refunded. Ms. Murray has tried to contact the buyers with no response from e-mail or phone. She will try to contact them via U.S. Mail or text. Ms. Koway will be reimbursed the \$25 she paid for the Murder Mystery script. The library will own the script and can revisit this fundraiser in the future.

Advertising events: Ms. Koway spoke about the need for better advertising for our fundraising events, to reach people other than library patrons. Ms. McMenamin spoke about the importance of keeping the Facebook page current. Ms. Johnston asked about putting advertisements on the Township page. There was much discussion on expanding our audience and ways to do a better job with advertising events and fundraisers. The need for a sign out front was brought up again, as it is considered a great way to advertise Library events and fundraisers.

Selecting fundraisers: Ms. Murray spoke about the competition for fundraising even within the library (Trustees and Friends events). The Friends painting event, like the Trustees Murder Mystery, was cancelled due to lack of interest. She suggested that the Friends and Trustees work together on one or two large fundraising events, such as Bingo, rather than several smaller events. DCLB has a gaming permit that covers all the public libraries. Ms. Murray stated that Aston does two Bingo events a year and it is her understanding that they do very well. Ms. Johnston said she is willing to reach out to Aston to ask about their Bingo events. There was also discussion about Designer Bag Bingo and the importance of selling tickets for raffle baskets at those events. Additional discussion focused on additional permits that might be needed for a cash-prize Bingo event. Ms. Murray will discuss the issue with the Friends at their meeting in December, and also find out about licensing for cash Bingo.

Fingerprinting: Ms. Augustine asked about offering fingerprinting as a service and a source of income for the Library. She will obtain more information so we can discuss at a later time.



## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray reviewed the upcoming children, teen, and adult events. There were 40 Notary transactions for \$200 revenue in September. The year-to-date total is \$997. Gayle Withers has joined the circulation team. See attached Director's Report for specific information. Ms. Murray asked about the location of the cash box that was used at Fall Fest. Ms. Maginnis said she has it, as it is hers.

Ms. Murray distributed the revised organizational chart, the Social Media Policy and colorful new covers for the Trustee binders. Ms. Maginnis complemented Ms. Murray on the organizational chart and said it looks good.

## **COMMUNICATIONS**

Copies of newspaper articles featuring library events were reviewed by the Trustees. The Museum Pass list was distributed. Ms. Maginnis asked for a list with the cost and usage of the passes. Ms. Murray will break this down for her.

## **PRESIDENT'S REPORT (Diane Maginnis)**

Ms. Murray will update the Trustee contact list and will set up the sign in sheets for the DCLB and Commissioners meetings for 2020. Ms. Maginnis has investigated and is waiting for an answer on getting a U.S. Mail deposit box outside the Library. She also brought up the possibility of selling postage stamps and whether or not there would be any profit from the sales. Ms. Hahn asked about the feasibility of installing a vending machine instead, so library staff do not have to get involved with stamp sales. Ms. Maginnis will investigate.

Ms. Maginnis and Ms. Murray transferred funds to Franklin Mint Federal Credit Union. One entire Money Market account and a portion of another was deposited. There is a possibility that a planned \$500 donation may be matched by Corporate. Ms. Murray will work on performance appraisals after the holidays. National Friends Week was 10/20 to 10/26. Ms. Maginnis expressed her thanks to the Friends for all they do for the Library. She also thanked Stephen Schukraft for donating gift cards for the raffle basket. Radnor had a fundraising workshop called "Renegades and Rebels" which focused on individual donors.

The Library participated in Community Day. The Township sponsored an Emergency Preparedness Event at the Library. Ms. Hahn still has the Trustee DVD. Ms. Maginnis asked the Director to prepare business cards for Ms. Johnston.

Ms. Murray gave an update on the Friends meeting – discussion included the clothing drive and a possibility of a used book sale at the Environmental Board's Spring Fest flea market.

## **COMMITTEE/LIAISON REPORTS**

Ms. Hahn reported on the September 25<sup>th</sup> Ridley Township Board of Commissioners meeting. Events discussed included Hazardous Waste collection, bonfire, Homecoming parade, recycling report, library statistics and events. Ms. Whitehouse reported on the



October 28<sup>th</sup> Commissioners Meeting. Discussion included rodent infestation and the walkway over MacDade Blvd. Tree Lighting is December 3<sup>rd</sup>. A recent shred event received 11,000 lbs. of paper. A 96-unit Senior Living facility is being created on Constitution Avenue.

Ms. Augustine and Ms. Hahn gave the report from the DCLB meeting at Radnor. They spoke about different fundraising events held at member libraries and about the digitization of the Daily Times from 1977 to 1994.

**NEXT MEETING:**

Next meeting of the Board of Trustees will be Monday, December 2, 2019, at 6 PM. There will be no meeting in November.

**BOARD ADJOURNED AT 7:16 PM**

Respectfully submitted by:



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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
December 2, 2019**

ATTENDANCE: Diane Maginnis, Donna Murray Judith Augustine, Suzanne Brown, Lisa Maffei Hahn, Michele Johnston, Christine Koway, Ann Whitehouse, Betsy Cummins

ABSENT: Christine McMenamin

6:00 PM Diane Maginnis called the meeting to order.

**PUBLIC NOTICE OF MEETING**

Meeting was publicized in local newspapers, Township website and Library website.

**COMMENTS FROM THE PUBLIC**

There were no comments from the public.

**MINUTES**

Motion was made to approve the minutes of the Library Board Meeting of October 28, 2019 (Whitehouse/Johnston). Unanimous Agreement.

**TREASURER'S REPORT**

Ms. Brown reported that she and Ms. Murray meet regularly. All finances are in order and look good. The November Check List was reviewed. Motion was made to pay bills for November 2019 (Koway/Maginnis). Unanimous Agreement.

**STATISTICS**

The library statistics were reviewed. Board members agreed that the statistics look good. Participant count is good. Programs offered are numerous, varied, and well-attended.

**NEW BUSINESS**

The next Ridley Township Board of Commissioners Meeting is December 15 at 6 pm in Garling Hall. Ms. Koway is scheduled to attend. DCLB meeting is December 5 at 7 PM at Media-UP Free Library. Ms. Hahn and Ms. Augustine scheduled to attend. The 2020 Budget was distributed and reviewed. All agreed that the budget looks good. Motion made to approve the 2020 budget (Hahn/Augustine). Unanimous Agreement.

**OLD BUSINESS**

The relocation of the postal box from the other side of MacDade Boulevard to the Library has been approved by the postmaster. He has yet to determine the actual location of the box at the library. The Township would like to see the selected location before they will sign off on installation of the box.



## FUNDRAISING REPORT

Ms. Koway has received a letter from the Phillies about a group game, but nothing yet about a fundraiser. She has forwarded the Murder Mystery script and instructions to Ms. Murray.

Bag Bingo discussion: Ms. Johnston reported that she attended the Prospect Park designer bag bingo and that it was a successful fundraiser. The hall was at capacity and there were still people at the door. Bags were purchased at the outlet stores. There were 11 games with a prize for each game and also backup prizes. There was a 50/50 raffle. It was BYO food and drink. Ticket price was \$30. Ms. Koway reported that the event she and Ms. Hahn attended last year for the swim club brought in between \$7000 and \$8000. These events also offered raffle baskets with a minimum value of \$200 each. Ms. Koway stated that the swim club baskets were put together by the swim club members. They also sent out a list of baskets along with photos before the event to drum up interest. Ms. Murray spoke with the Friends group about combining our efforts to do one fundraiser. Ms. Koway stated that she felt that March or April is the best time to hold this type of fundraiser, and the Board members agreed. If we decide to do this, we should start to sell tickets soon. Ms. Murray said the next Friends meeting is December 16. It was agreed that we should try to meet right after the holidays to get started on the fundraiser.

## LIBRARY DIRECTOR'S REPORT

A blood drive is scheduled for Wednesday, December 4 in partnership with the Ridley Police Association. There are still time slots available.

The Library Foundation of Delaware County is making museum pass grants of up to \$500 available to DCL Libraries. Ms. Murray is working with Ms. Tobin on how to use the grant money.

Ms. Koway reported that one of her workplaces is interested in sponsoring three museum passes. She will check at her other workplace also. Ms. Murray thanked Ms. Koway.

Ms. Murray reported that the 2020 Longwood Gardens Community Read titles are Semiosis by Sue Burke, Weird Plants by Chris Thorogood and The Enormous Potato by Aubrey Davis. RT will again participate in the program.

Ms. Murray also reported on some publishers' reluctance to allow libraries more than one copy of downloadable books (ALA working on the issue); on DCL partnering with the Census Bureau to publicize the importance of participating in the census and the availability of job opportunities; and a county-wide health poll in connection with efforts for a County Health Department. She also reported that she is working on an Active Shooter procedure.

## COMMUNICATIONS

Copies of newspaper articles featuring library events were reviewed by the Trustees. Ms. Murray shared a letter from the Amvets showing appreciation for donated Halloween candy. One staff member's son is overseas, and the Amvetws sent a box directly to him.

**PRESIDENT'S REPORT (Diane Maginnis)**

Ms. Maginnis reminded the Board members that the Township Christmas Party is coming up and RSVPs are due soon.

Ms. Augustine presented information on fingerprinting costs. Start-up is more \$500. Ms. Cummins said it costs between \$25 and \$40 to get fingerprinted. Discussion topics included materials and training. Ms. Maginnis said the closest place that does fingerprinting is the DCIU. Ms. Maginnis thanked Ms. Augustine for obtaining the information, and asked for some additional information, which Ms. Augustine agreed to collect.

Ms. Hahn has the Trustee DVD.

Ms. Murray updated Trustees on selling stamps at the Library. Work continues on this new venture.

Ms. Maginnis thanked all Trustees for their volunteerism in 2019.

**COMMITTEE/LIAISON REPORTS**

Ms. Augustine reported on the November 20 Board of Commissioners meeting. Items discussed included a community foundation that purchased bullet-proof vests for K9 officers, a walkway at Crum Creek, the denial of a clothing bin at MacDade and Rio Vista Avenue. The Christmas tree lighting and arrival of Santa is December 3 at 6 PM. There will be music, hot chocolate and pretzels.

**NEXT MEETING:**

Next meeting of the Board of Trustees is Monday, January 27, 2020, at 6 PM.

**BOARD ADJOURNED AT 6:35 PM**

Respectfully submitted by:

  
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Lisa Maffei Hahn, Secretary, RTPLRC