

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
JANUARY 23, 2023 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Mary Tobin, Christine McMEnamin

ABSENT: Betsy Cummins

6 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the December 5, 2022, meeting were reviewed by the Trustees. Motion made to approve the December minutes. (Augustine/Whitehouse). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Ms. Whitehouse asked which items are subject to library fines. Ms. Murray said fines are applicable to anything bookable (hotspots, museum passes, items from the Library of Things). Motion made to approve payment of bills for December 2022 and January 2023. (Hahn/Whitehouse) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look amazing as always and are continuing to climb. The director reported that 2022 circulation was 152,172. Program attendance was 24,338, a 75 percent increase over 2021 and a 51 percent increase over pre-covid 2019. She attributes that to the staff putting together a creative and appealing schedule of classes and activities on Zoom and in person. Ms. Maginnis asked if Zooming capabilities for programs were generating the rise in numbers. Ms. Tobin said it was a contributing factor.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is January 25 at 6 PM in Garling Hall (Ms. Maginnis is scheduled to attend). The next DCLB meeting is at 6:30 PM (note the new time) on February 16, both on Zoom and in the County Council Room at the Government Center in Media, PA (Ms. Augustine and Ms. Hahn are scheduled to attend).

A healthy discussion by the trustees took place regarding retaining Zoom Library Board meetings vs. resuming in-person meetings. All Trustees were polled. As a result, a motion was made to meet in person quarterly in 2023 with in-person meeting dates of 3/27, 6/26, 9/25, 12/4. If an unexpected event arises on an in-person meeting date, the meeting will be held on Zoom. (Karpyn/Fury). Motion carried. At the beginning of 2024, the Board will revisit the issue and confirm in-person vs. Zoom meeting dates.

The Library will celebrate our five-year anniversary in the new building in May 2023. We should brainstorm ideas for as many fun things as possible for the celebration. One suggestion was to hold Open House events throughout the month.

The director requested new furniture for the Children's Library due to normal wear and tear. A proposal was received from the same company that provided the original furniture. The proposal includes delivery, assembly, and set up. Motion made to purchase the furniture (Maginnis/Augustine). Motion carried.

FUNDRAISING REPORT

Ms. Fury informed the Board that Applebee's no longer does the pancake breakfasts, but they do offer Carryout for a Cause, where the organization receives 20 percent on all carryout orders. She asked if she should pass this information on to the Friends. Ms. Maginnis said the Friends are focusing their efforts on book sales. Ms. Hahn will contact Applebee's for more information. We will try to schedule this for early Spring.

The remainder of the money donated in November for raffle items was put toward the Valentine's Day raffle basket. Further donations for the raffle were made by Board members. The "Date Night" raffle includes wine, gift cards, lottery tickets and other items. Winner will be pulled on Valentine's Day. Ms. Maginnis thanked everyone for their contributions.

Ms. Maginnis stated that we will be receiving a Target gift card from a local company. We can decide how to raffle this once it is received. Discussion took place on holding another Stock's fundraiser, and whether to distribute cakes at the Fall Festival or take orders then and distribute in October. Ms. Hahn will contact Stock's for a date.

LIBRARY DIRECTOR'S REPORT

The director reported that DCL libraries had been alerted to potential challenges of library displays. The director said that this library has a process in place, a Request to Reconsider form, to handle challenges of books, programs, and displays. She has alerted the staff. Ms. Whitehouse asked when the issue would go to the Board, and Ms. Murray responded that any decisions would need Board approval.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Exchange of thoughts occurred by the trustees on viewing Commissioners' meetings on cable channel or Ridley link vs. attending in person. Board agreed to leave it up to the preference of the trustee volunteering. Board members viewing/attending meeting are listed on our agenda, in the Director's report and in the President's report. Ms. McMenamain offered her thoughts as a member of the School Board.

Ms. Whitehouse volunteered for the July 26 Commissioners' Meeting. Ms. Augustine and Ms. Maginnis volunteered respectively for November and December. All meetings are covered.

The Friends Meeting will be held February 7 via Zoom. The agenda includes a discussion of a possible Spring Book Sale.

Folcroft forfeited their State Aid 2022 as a result of not completing their audit. All other member libraries received \$959.28.

COMMITTEE/LIAISON REPORTS

Ms. Hahn reported on the December 21 Commissioners' meeting. Full minutes can be found on the Township website. Ms. Maginnis reported on the December 15 DCLB meeting. Based on survey completed by all member libraries' trustees, 2023 meetings will continue to be held both in person and on Zoom; meeting time has changed to 6:30 PM; and Trustee Training will be on Zoom. All Delaware County residents can now use their library card at Penn State University Library for books as well as their equipment and meeting room. Some of the more interesting stats from the meeting included:

- 8,277 patrons loaded the DelcoReads App
- 7,259 patrons used self-check-out in the App
- 1 new Electric Van
- 15 Solar Benches purchased with grant
- 16,000 new library cards issued
- 67,000 books purchased
- 43,000 books delivered from library to library
- \$766, 000 American Rescue Plan funding
- \$56,000 ebooks
- \$14,000 Museum Passes

Full minutes from the DCLB meetings can be found on their website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, February 27, at 6 PM via Zoom.

BOARD ADJOURNED AT 7:31 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
FEBRUARY 27, 2023 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Michele Karpyn, Ann Whitehouse, Mary Tobin, Betsy Cummins, Christine McMenamain

ABSENT: Edna Fury

6 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the January 23, 2023, meeting were reviewed by the Trustees. Ms. Whitehouse stated it was not she who suggested the open house events for our fifth anniversary. Motion made to approve the January minutes with the change. (Whitehouse/Brown). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that all the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Motion was made to re-approve the payment of bills for January with amendments (Augustine/Hahn) and to approve payment of bills for February. (Maginnis/Whitehouse) Motions carried.

STATISTICS

The Board reviewed the statistics and agreed they look amazing as always. The Director pointed out that the circulation figure for January (13,495) is the highest it has been in 10 years for the month. She praised the staff for their collection development, processing and marketing skills.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is March 22 at 6 PM in Garling Hall (Ms. Hahn is scheduled to attend). The next DCLB meeting is at 6:30 PM (note the new time) on April 20, both on Zoom and in the County Council Room at the Government Center in Media (Ms. Brown scheduled to attend). Please remember if attending DCLB meetings in person, let Ms. Murray know and she will provide possible items for presentation.

The video game policy was discussed. Motion was made to approve the purchase of "M" rated games which would be housed with the adult collection (Augustine/Brown). Motion carried.

FUNDRAISING REPORT

Ms. Maginnis reported that efforts by the Trustees in 2022 raised \$2,527. The final number for the Date Night Valentine's Day raffle was \$456. A personal thank-you was sent to Oliver Heating and Cooling for their donation for our next Trustee Raffle in the Spring. Discussion ensued on how to display the donated items, and it was suggested the raffle should take place as part of our fifth anniversary celebration in May. Ms. Hahn contacted Applebee's for more information on Carryout for a Cause but was unable to connect with the right person to date.

LIBRARY DIRECTOR'S REPORT

The Director reported that the Ridley Police had been called to assist with teens defacing library property with scribbling and inappropriate drawings on the floor, shelves and walls. There were images of the teens from our surveillance footage, and the Police were going to handle the situation.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis reported on the Friends Zoom Meeting of 2/7/23. The Friends are having a Spring Book Sale 6/2 and 6/3 in the Meeting Room at the Library. Book donations will be accepted starting 4/3. The Friends will have two Book Sales in 2023 (Spring and Fall) and will continue to support all fundraising efforts by Trustees. The Friends will present a donation to the Library (date TBA), possibly at a future Library Board Meeting coordinated by the Director. Ms. Murray stated presentation may take place at the March Board Meeting.

Revised/approved Policies will be handed out for insertion in Trustees' binders at the March Board Meeting: Personnel Policy with Code of Ethics, Meeting Room Policy, Patron Code of Conduct, Policy and Video Game Policy, along with an updated Contact List and Trustee Giveaway Bags.

DCLB sent a 3-question survey to all Library Board Presidents regarding Board-to-Board Communications. Questionnaire completed.

Paperwork has been initiated and signed by Board President for engagement of Audit.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis reported on the Commissioners Meetings of 1/25 and 2/22. January 25: Commissioners approved 3-year Board Terms for Library Trustees Edna Fury, Michele Karpyn and Suzanne Koury Brown. LETI and MVP Recovery was represented at the meeting explaining their mission in Delaware County regarding drug addiction and rehabilitation, and their interaction with local police departments specifically Ridley Township. Ridley shared success stories working with MVP. MVP will present a program at the Library March 6. February 22: Certificates of Commendation were awarded to 3 Ridley Officers (Det. McGee, Sgt. Valerio and Retired Lt. Palo) for their investigative efforts that led to an arrest and murder conviction. Full minutes from the Commissioners' meeting can be found on the Township's website.

Ms. Augustine and Ms. Hahn reported on the February 16 DCLB meeting. The garage was open for parking. There was a lengthy discussion on how to bring member libraries back to the meetings and/or how to share their events and fundraising information with other member libraries and the Board. Full minutes from the DCLB meetings can be found on their website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, March 27, at 6 PM in person at the Library.

BOARD ADJOURNED AT 6:51 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
MARCH 27, 2023 -- Meeting held in person at the Library**

ATTENDANCE: Diane Maginnis, Donna Murray, Suzanne Brown, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Mary Tobin

ABSENT: Judy Augustine, Betsy Cummins, Christine McMenamain

6:01 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the February 27, 2023, meeting were reviewed by the Trustees. Motion made to approve (Brown/Maginnis). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that all the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Ms. Karpyn asked about the separation of the electric and gas bills. One comes from the Township (electric) and one comes from PECO (gas). Motion was made to approve payment of bills for March 2023. (Hahn/Fury) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look amazing as always.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is April 26 at 6 PM in Garling Hall (Ms. Brown scheduled to attend). The next DCLB meeting is at 6:30 PM (note the new time) on April 20, 2023, on Zoom and in the County Council Room at the Government Center in Media. (Ms. Brown scheduled to attend). Please remember if attending DCLB meetings in person, let Ms. Murray know and she will provide possible items for presentation.

The Board reviewed the proposed updates to the Patron Code of Conduct policy. Ms. Murray described some of the situations that prompted the changes. Ms. Whitehouse asked if we should include a statement about our cameras in the policy. Ms. Murray will consider which policy would be the best place to include the camera warning. She said there are signs at the entrances informing patrons that they are on camera while in the library. Motion made to approve the new Patron Code of Conduct Policy (Brown/Karpyn). Motion carried.

FUNDRAISING REPORT

Chances are being sold for the donation we received from Oliver Heating and Cooling (office supplies and a generous gift card). Chances are \$1 each or 6 for \$5. Winner will be drawn May 19.

We are waiting to hear from Stock's on a date for our fall pound cake fundraiser.

LIBRARY DIRECTOR'S REPORT

The Director requested that the library be open from 10 AM to 3 PM for the Township Fall Festival. The event is planned for Sunday, Sept. 17, with a rain date of Sept. 24. (The library is usually closed on Sundays.) (Maginnis / Hahn) Passed unanimously.

COMMUNICATIONS

Copies of newspaper articles featuring Library events were reviewed by the Trustees. Ms Murray spoke about the Prom Dress Giveaway event last month. The Library collected over 400 dresses, many of which were new and donated by stores. Anything that was left over was donated to a church that was planning a similar event.

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis informed the Board that Ms. Murray and Ms. Tobin have written a grant with the Delaware County Library Foundation to fund some unique programs for the Library. These programs would be more elaborate, in-person meetings which could lead patrons to a new hobby or interest. Ms. Maginnis described with enthusiasm some of the programs she has attended at other libraries. We are waiting to see if this grant comes through.

The Library received a \$3500 donation from the Friends prior to the meeting.

Numerous handouts were distributed to the Board members. These included updated policies for their handbooks, and the yearly member contracts to be signed.

COMMITTEE/LIAISON REPORTS

Ms. Hahn reported on the Commissioners' meeting of March 22, 2023. Kaitlin Sullivan has been appointed as township treasurer in the wake of the retirement of Diane White. The Ridley Township Police responded to 927 calls, including two incidents described in detail. Full minutes from the Commissioners' meeting can be found on the Township's website.

There was no DCLB meeting to report on.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, April 24, at 6 PM. We will meet via Zoom.

BOARD ADJOURNED AT 6:40 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
APRIL 24, 2023 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Mary Tobin

ABSENT: Betsy Cummins, Christine McMenamain

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

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the March 27, 2023, meeting were reviewed by the Trustees. Motion made to approve (Whitehouse/Augustine). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that all the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Ms. Karpyn asked about the capital expenditure, which was the furniture for the Children's Library. The Board also discussed lost book fees and when a book is considered lost. Motion was made to approve payment of bills for April 2023. (Maginnis/Karpyn) Motion carried.

The Board confirmed two expenditure votes that were taken via e-mail on March 30. Motion made to confirm the vote for the expenditure for advertising expenses for the Fifth Anniversary festivities (Hahn/Augustine). Motion carried. T-shirt expense was to be covered by trustee fund-raising. Motion made to confirm the vote to pay the maintenance expense for new handicap door push pads (Maginnis/Karpyn). Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look amazing as always. There was an impressive graphic on the Library's Facebook page showing the stats.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is April 26 at 6 PM in Garling Hall (Ms. Brown is scheduled to attend). The next DCLB meeting is at 6:30 PM on June 15, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Karpyn is scheduled to attend). Please remember if attending DCLB meetings in person, let Ms. Murray know and she will provide possible items for presentation.

FUNDRAISING REPORT

Chances continue to be sold for the Oliver donation. Winner will be drawn on May 19.

Ms. Hahn reported that we have a confirmed date for the Stock's pound cake sale. Presale will take place late summer, with cake pickup from the bakery on September 16 for distribution at the Fall Festival on September 17. Ms. Augustine provided information on pricing from another Stocks fundraiser being held locally. We will determine our price once the contract is received.

LIBRARY DIRECTOR'S REPORT

The director reported that details of Anniversary Festivities and a May 18 Staff Training Day are in her written report. She also reported that the public copier is on its last legs. In speaking with vendors, Dave Z from Copy Systems, Inc. made a strong offer: They will install a copier (color and B&W) and a money box, at no charge to the library. They will maintain the copier, collect the money, and return 15 percent of the revenue to the library. That copier was to be delivered the following week. Ms. Murray said the library has moved to the next stage of becoming a Passport Acceptance site. Four staff are taking a training class. Once that is completed, we will hear about moving forward. Finally, she informed the Trustees that the building was evacuated and 9-1-1 called on Wednesday, April 19, when patrons and staff smelled gas in the lobby. Four fire trucks responded, and firefighters checked out the building and the roof. No gas was detected. Staff from Peco Gas also came to the library and also got no gas readings on the meter. She called DWD to check it out.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis reported that the Friends' book sale will take place on June 2 & 3. Donations will be accepted until May 31. The Library will close at noon on May 18 for staff training. National Library Week was celebrated April 23-29. The President invited all trustees to the April 26 Commissioners Meeting for the Library Proclamation.

COMMITTEE/LIAISON REPORTS

Ms. Brown reported on the DCLB meeting of April 20, 2023. Five libraries received a Keystone Grant Award for library improvements. There is a Juneteenth event at Rose Tree Park. Reach out if interested in participating. Narcan kits are being offered to member libraries. DCLB is working on improving necessary services to all residents. Full minutes from the DCLB meeting can be found on the DCL website.

There was no Commissioners meeting to report on.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, May 22, at 6 PM via Zoom. Ms. Hahn said she will not be in attendance. Ms. Whitehouse graciously volunteered to take the minutes in her absence.

BOARD ADJOURNED AT 6:38 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY AND RESOURCE CENTER
May 22, 2023
Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Edna Fury, Michele Karpyn, Ann Whitehouse

ABSENT: Lisa Maffei Hahn, Christine McMenamin, Betsy Cummins

6 PM -- Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING: Announcement of meeting was published in local newspapers, Township website and Library website.

COMMENTS FROM THE PUBLIC: There were no comments from the public.

MINUTES

The minutes for the April 24, 2023 meeting were reviewed by the Trustees. Motion was made to approve the minutes (Karpyn/Brown). Motion carried. Unanimous agreement.

TREASURER'S REPORT

Ms. Brown reported that all was in order with the finances. Motion was made to approve payment of bills for May, 2023. (Maginnis/Augustine). Motion carried.

STATISTICS

The Board reviewed the statistics with no concerns. Numbers were noted to be "way over previous year to date."

NEW BUSINESS

The next Ridley Township Board of Commissioners Meeting is May 24, 2023 at 6 PM at Garling Hall. (Ms. Augustine scheduled to attend.) The next DCLB meeting is June 15, 2023 at 6:30 PM in the County Council Room at Government Center in Media, and can be attended in person or by Zoom. (Ms. Karpyn scheduled to attend.)

FUNDRAISING REPORT

It was reported that the Oliver basket brought in almost \$300.

DIRECTOR'S REPORT

Ms. Murray gave an update on the library's project to become a Passport Acceptance Site: Four staff members have been certified to be Passport Acceptance Agents. We await approval and next steps from the State Department. Passport fees are set as follows: State Dept fee of \$130; RTPLRC fee of \$35.

The new self-serve copier charges 5 cents per page for scanning. The Director requested approval for the library to charge 10 cents per page for scan services when scanning is

completed by a library staff member for a patron. Motion was made to approve library's charge for page scans as noted. (Maginnis/Augustine). Unanimous agreement.

Ms. Murray indicated that she has emailed the trustee directory to trustees and asked that she be updated on any trustee changes to their listings.

Ms. Murray highlighted that the well-known children's author of the Skippyjon Jones series, Judy Schachner, will visit the library for a talk/book signing on June 21, at 6:30 PM.

COMMUNICATIONS

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

PRESIDENT'S REPORT

Ms. Maginnis noted that the Oliver raffle basket brought in almost \$300.

Ms. Maginnis reported on the recent Commissioner's Meeting of April 26, 2023. The Commissioners presented a Proclamation to the Library, its staff and its trustees at the meeting. There were a number of trustees present for the proclamation.

Fall Festival date is set for Sunday, 9/17/23 from 10 AM to 3 PM.

Library Staff recently participated in 2 informative webinars on the following topics: 1). How to Safely Kick Someone Out without Calling the Police; 2) Safety & Security: A Holistic Approach.

Ms. Maginnis reviewed how the 5-year anniversary events/programs throughout the month have brought in good crowds. The drawing for the anniversary Honeybee basket is expected to take place this Friday, 5/26/23. Ms. Maginnis and Ms. Brown were thanked for their contributions with regard to identifying themes for the anniversary events.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis and several trustees attended the 4/26 Commissioner's Meeting. The Commissioners presented a Proclamation to the Library, its staff and trustees, as noted above.

Ms. Karpyn commented on her positive experience with attending the special Essential Oils talk at the library. All agreed that the library staff have been doing a great job with the anniversary theme and programs over the month.

NEXT MEETING: The next meeting of the Board of Trustees will be **IN PERSON** at the library on Monday, June 26, 2023 at 6 PM.

BOARD ADJOURNED At 6:27 PM.

Respectfully submitted by:

Ann M. Whitehouse, Board Trustee, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
June 26, 2023 -- Meeting held via Zoom due to severe weather warnings**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Michele Karpyn, Ann Whitehouse, Betsy Cummins, Christine McMenamain, Mary Tobin

ABSENT: Edna Fury

6:01 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the May 22, 2023, meeting were reviewed by the Trustees. Motion made to approve (Karpyn/Brown). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that all the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Motion was made to approve payment of bills for June 2023. (Augustine/Whitehouse) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look impressive, as always.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is June 28 at 6 PM in Garling Hall (Ms. Augustine scheduled to attend). The next DCLB meeting is at 6:30 PM on August 17, on Zoom and in the County Council Room at the Government Center in Media. (Ms. Karpyn volunteered to attend.) Please remember if attending DCLB meetings in person, let Ms. Murray know and she will provide possible items for presentation. Ms. Maginnis reminded the Board that nominations and election of officers will take place at the August meeting. There is no July meeting.

Motion was made to affirm the e-mail vote approving the purchase of a camera for passport photos (Maginnis/Hahn). Motion carried.

FUNDRAISING REPORT

The Board decided to begin the Stock's Poundcake Fundraiser on August 1. Ms. Hahn will update the form and send it to Ms. Murray for publication and printing.

LIBRARY DIRECTOR'S REPORT

Ms. Murray reported that the DCL Staff In-Service Day is scheduled for Friday, Nov. 3 from 8:30 AM to 3:30 PM at Harrah's in Chester. Keynote speaker is A.S. King who will discuss intellectual freedom and censorship. There will be a variety of breakout sessions. She asked for Board approval to close the library that day so all staff can attend. (Maginnis / Brown) Motion carried.

The Director also reported that staff would like to pursue having the library be a Certified Sensory Inclusive location. Cost for the first year is \$750 and includes training, materials, and inclusion in

directories. Staff have met with a representative from Kulture City and feel this is a good fit for the library. Motion made to approve. (Maginnis / Augustine) Motion carried.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis reported that she completed the Fraudulent Questionnaire. Both Ms. Murray and Ms. Maginnis signed off on the final completed financial reports, which were emailed to the Trustees 6/12/2023.

Ms. Maginnis gave a shout out to the Friends of the Library whose June Book sale was a success and yielded over \$1,000. Ms. Maginnis asked for a volunteer for the August 17 DCLB Meeting. Thanks to Ms. Karpyn for filling this slot.

A patron approached the President and asked if the Library would consider increasing hours on Thursdays from 5 to 8 PM, as in the past. Patron was advised this would be relayed to Library Officials and was brought to Director's attention for research, feasibility, etc. Ms. Murray told the Trustees that opening an additional three hours on Thursday would cost the library at least \$7,000 per year in staff costs, plus additional utilities costs. She also reported that the library has not been open on Thursday nights for at least 10 years. The decision was made to close because of low attendance. She said evening traffic is low except when there are programs at the library.

Trustees were asked to think about our annual Fall Festival Trustee Table for discussion at our August Board Meeting, including having our popular Trustee Bake Sale, and possibly chancing off a donated raffle and/or any other items.

COMMITTEE/LIAISON REPORTS

Ms. Augustine reported on the Commissioners meeting of May 24, 2023. Full minutes from the Commissioners meeting can be found on the Township's website. Ms. Karpyn reported on the DCLB meeting of June 15, 2023. DCLB is encouraging everyone to come back in person. Contributions for presentation can now be sent the day before the meeting to be read at the meeting. There was discussion on a new program called Libby Lucky Day Collection, where patrons can pay three dollars and take out popular books for three weeks. Full minutes from the DCLB meeting can be found on DCLB's website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, August 28 at 6 PM on Zoom.

BOARD ADJOURNED AT 6:34 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
August 28, 2023 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Betsy Cummins, Mary Tobin

ABSENT: Christine McMenamin

6 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the June 26, 2023, meeting were reviewed by the Trustees. Motion made to approve (Karpyn/Brown). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that all the finances look to be in order and asked if there were any questions on the reports for June and July. All agreed that everything looks good. Motion was made to approve payment of bills for July and August 2023. (Maginnis/Augustine) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look impressive as always.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is September 27 at 6 PM in Garling Hall (Ms. Karpyn scheduled to attend). The next DCLB meeting is at 6:30 PM on October 19, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Maginnis is scheduled). Please remember if attending DCLB meetings in person, let Ms. Murray know and she will provide possible items for presentation. Library news can also now be submitted up to 24-hours before the meeting and the Board will share the information.

Nomination and election of officers:

Ms. Brown announced that she is stepping down as Treasurer. She has done a phenomenal job since accepting the position. She will continue to help when she can until the position is filled. Ms. Maginnis suggested that the position remain vacant for now as no one is interested in becoming Treasurer. We will revisit the issue at each meeting until the position is filled. The other Board members thanked Ms. Brown for her hard work and accomplishments as Treasurer. There were no other nominations and no interest from anyone to step into the positions of President, Vice President and Secretary. Those currently filling those positions are willing to remain. Ms. Maginnis stated that positions are held for two years, but an officer may remain in their position if there is a unanimous vote to retain them. Motion made to retain the following members in their respective positions: President – Ms. Maginnis, Vice President – Ms. Augustine, and Secretary – Ms. Hahn (Karpyn/Fury). Motion carried.

Motions made to affirm e-mail votes: July 18 to approve roll-over of money in the 30-month certificate (Hahn/Augustine) and July 27 to approve up to \$1500 for Mister Softee at the Flyers Caravan event. (Hahn/Fury). Both motions carried.

FUNDRAISING REPORT

The Stock's pound cake sale began August 1. To date we have sold 88 cakes. We need to sell a minimum of 144 cakes (8 cases) to get the fundraiser price. Ms. Hahn will check in with the Library on Thursday for the final count and call the order in to Stock's on Friday. If we have not sold the minimum, we will order the minimum and sell the extra cakes at the Fall Festival.

Ms. Murray confirmed that we will have the canopy and table and chairs for the bake table at the Fall Festival. Ms. Maginnis stated that she will bring the seed money. Board members will bring baked goods to sell. There was some discussion on selling pretzels and water.

LIBRARY DIRECTOR'S REPORT

The Director reported that library staff handled 48 passport applications in July. The service began July 12. Income for July was \$2159.

She also reported that after-hours programs in the fall would include Sensory Story Times on Tuesdays at 9 AM. The library will open early for this program. Ms. Murray informed the board that the library will not be open on Sunday 9/17 for the Fall Festival. The meeting room will be open for the Friends Book Sale, and the lobby will be open to distribute Stock's pound cakes.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis reminded the Trustees about the Fall Festival and advised that she would send an email out to button up everything needed for our Trustees' Table. She gave a shout out to all staff for their passport initiatives with this new venture at the Library as evidenced by the wonderful statistics and revenues. She asked if the Library has a Laminator for public use. Ms. Murray replied that the library has one for staff use only.

Ms. Maginnis asked Ms. Murray if the library got a firm count from the Flyers Organization for the Flyers Event. Ms. Murray stated there were 700 participants. She asked if the Flyers or the Library solicited for items for the Flyers Event as she didn't want to approach the same organizations on behalf of the Library for upcoming fundraising. Ms. Murray stated that the Library had secured their participation.

COMMITTEE/LIAISON REPORTS

Ms. Augustine reported on the Commissioners meeting of June 28. Ms. Whitehouse reported on the July 26 meeting and Ms. Fury reported on the August 23 meeting. Full minutes from the Commissioners meetings can be found on the Township's website. Ms. Karpyn reported on the August 17 DCLB meeting. Full minutes can be found on DCL website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, September 25 at 6 PM at the Library.

BOARD ADJOURNED AT 6:48 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
September 25, 2023 -- Meeting held in person at the Library**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Betsy Cummins

ABSENT: Christine McMenamin

6 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the August 28, 2023, meeting were reviewed by the Trustees. Motion made to approve (Whitehouse/Karpyn). Motion carried. Ms. Maginnis noted that after researching the bylaws, she sent an e-mail with the correction that Board members hold their positions for four years, not two.

TREASURER'S REPORT

Ms. Maginnis reported that all the finances look to be in order and asked if there were any questions on the August report. All agreed that everything looks good. Motion was made to approve payment of bills for September 2023. (Augustine/Maginnis) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look impressive as always. Ms. Murray and the Library staff are doing an exceptional job.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is September 27 at 6 PM in Garling Hall (Ms. Karpyn scheduled to attend). The next DCLB meeting is at 6:30 PM on October 19, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Maginnis is scheduled). Please remember if attending DCLB meetings in person, let Ms. Murray know and she will provide possible items for presentation. Library news can also now be submitted up to 24-hours before the meeting and the Board will share the information.

FUNDRAISING REPORT

Ms. Hahn sent an e-mail on September 17 detailing all fundraising results from the Fall Festival and touched on highlights at this meeting. We sold 8 cases of Stock's pound cake (144 cakes): presale 131 and 13 on Festival Day. Three cakes were donated by Board members to sell as slices. Ms. Karpyn, Ms. Whitehouse, and Ms. Fury, who were working the outside bake table, suggested we purchase more cakes for slices next year, as the slices went quickly. Ms. Augustine and Ms. Hahn worked inside for pickup of preordered cakes. Trustees donated other baked goods for our table, and everything sold out. We raffled off a basket donated by Ms. Karpyn. Ms. Maginnis thanked everyone for their efforts.

The Board will discuss the next fundraiser at the October meeting. Ms. Maginnis suggested a wreath with gift cards for the holidays, similar to the Christmas tree raffle we have done in the past.

LIBRARY DIRECTOR'S REPORT

The Director informed Trustees that the County has hired a consulting group – Re-Thinking Libraries – to evaluate library services in Delco. Site visits are planned for all 26 locations. The consultants will visit RT Oct. 17. Participation by trustees, township administration, staff, and other stakeholders is welcomed.

Ms. Murray also informed the Board that:

- A new, large mat has been purchased for the lobby, costing \$425.
- The Library will close early Oct. 28 for the Township Trunk or Treat event. Library staff will participate.
- Ms. Murray is looking into getting the carpets cleaned. She has contacted Dri-Ganic, who did the job last year.
- DCL Executive Director Cathy Bittle has resigned, effective Oct. 13.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis congratulated Ms. Murray on her seven-year anniversary as Director, and Ms. Tobin on her 25th anniversary at the Library. We are so fortunate to have them both.

Ms. Maginnis reminded everyone that there is no November Board Meeting.

Ms. Augustine and Ms. Hahn are scheduled for Trustee Training 11/14 via Zoom.

Meeting attendance for the remainder of the year is as follows: Ms. Maginnis is scheduled for the 10/19 DCLB Meeting; Ms. Whitehouse volunteered for the 12/21 DCLB Meeting. Commissioners Meetings: Ms. Karpyn 9/27; Ms. Hahn 10/25; Ms. Augustine 11/17; Ms. Maginnis 12/20.

The following revised documents were distributed: Board Member Contact List, Personnel Policy, and District Agreement.

Ms. Maginnis asked if a policy is needed for Passports. After some discussion, the Director and the Board agreed it was not necessary.

COMMITTEE/LIAISON REPORTS

There were no committee meetings to report on since our last meeting.

Ms. Fury asked if we publish anything thanking the public for coming to the Fall Festival. Ms. Cummins stated that she can take care of that. Ms. Karpyn informed the Board that a photo of the bake table crew was published in The Spirit, a local paper published in Collingdale.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, October 23 at 6 PM via Zoom.

BOARD ADJOURNED AT 6:43 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
October 23, 2023 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Betsy Cummins, Christine McMenamin

ABSENT: none

6 PM Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES

The minutes from the August 28, 2023, meeting were not available and will be reviewed by the Trustees at the December meeting.

TREASURER'S REPORT

In the absence of a treasurer, Ms. Murray reported that all the finances look to be in order. All agreed that everything looks good. Ms. Karpyn requested and will receive clarification on copier overages and cost for the Daily Times. Motion was made to approve payment of bills for October 2023. (Karpyn/Augustine) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look impressive as always.

NEW BUSINESS

The next meetings of the Ridley Township Board of Commissioners are October 25 and November 15 at 6 PM in Garling Hall (Ms. Hahn is scheduled to attend 10/25 and Ms. Augustine 11/15). The next DCLB meeting is at 6:30 PM on December 21, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Whitehouse is scheduled to attend).

The 2024 Trustee Meeting Schedule and the 2024 Holiday Schedule were distributed. Ms. Karpyn and Ms. Fury asked if 2024 meetings would be on Zoom or in person. The Board will discuss at the December meeting, which is in person. Ms. Karpyn asked about legal holidays and the change from Good Friday to Juneteenth; Director reported that library staff support this change. Motion made to approve the 2024 Trustee Meeting Schedule (Fury/Whitehouse). Motion carried. Motion made to approve the 2024 Holiday List (Augustine/Whitehouse). Motion carried.

FUNDRAISING REPORT

Fundraising proceeds so far this year were discussed. The Board also discussed the December Holiday Fundraiser. Board members will procure and/or donate gift cards and a wreath. Ms. Cummins has an easel to display the wreath. Raffle is scheduled to begin the week before Thanksgiving, and drawing will take place on December 22. Ms. Maginnis expressed thanks to the Trustees/ Commissioner Liaison for donating Gift Cards and Lottery Tickets. Please drop off at library as soon as practicable. Those who are successful in securing a donation, remember the thank you note. Ms. Maginnis asked if anything new has been added to the Library of Things recently. Ms. Murray will check and get back to her.

LIBRARY DIRECTOR'S REPORT

The Director said that all items are in the written report. She emphasized that the library is now classified as a Sensory Inclusive Venue. All staff are trained, materials are available for patrons who need them, and signage indicates quiet areas and headphone zones.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis asked about any updates on the rug cleaning/new rug quotes. Ms. Murray said she had not yet heard back from DriGanic regarding rug cleaning. Ms. Hahn suggested her rug cleaning company and will forward information to the Director. Ms. Maginnis advised that a company will need to come out at night so the Library hours are not disrupted the next day. Ms. Murray is working on bids for new rugs for Children's area, Meeting Room and other areas where carpeting needs to be replaced.

Ms. Maginnis asked about the focus group with consultants ReThinking Libraries. Ms. Murray said it went well with great representation and thoughts shared by Township Officials, Friends, patrons, and others.

Ms. Maginnis asked if more items of a sensory nature were/could be added to our Library since it now serves as a venue for our sensory community. Ms. Murray will research.

Ms. Hahn asked about the Staff Christmas Luncheon and was informed by Ms. Murray it is on 12/14. Ms. Whitehouse will purchase Thank You Cards for signage at 12/4 Board Meeting.

COMMITTEE/LIAISON REPORTS

Ms. Karpyn reported on the September 27 Commissioner's Meeting. Full minutes can be found on Township's Website.

Ms. Maginnis advised that due to a technical problem at DCLB, they waived the attendance requirement for the October 19 meeting. DCLB officials will have a meeting which will be recorded and posted online, and the link will be shared when available.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, December 4 at 6 PM at the Library. Ms. Whitehouse will take minutes as Ms. Hahn will be on vacation.

BOARD ADJOURNED AT 6:30 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY AND RESOURCE CENTER
December 4, 2023
Meeting held IN PERSON at the library**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Michele Karpyn, Edna Fury, Ann Whitehouse, Betsy Cummins

ABSENT: Lisa Maffei Hahn, Christine McMEnamin

6 PM: Ms. Maginnis called the meeting to order.

PUBLIC NOTICE OF MEETING: Announcement of meeting was published in local newspapers, Township website and Library website.

COMMENTS FROM THE PUBLIC: Ms. Cummins reminded the Board that the Township's Christmas Tree Lighting ceremony was tomorrow, 12/4/2023.

MINUTES: The minutes for the September 25, 2023 meeting were reviewed by the Trustees. Motion was made to approve the minutes (Augustine/Maginnis). Unanimous approval. Review and approval for October 23, 2023 meeting minutes are not yet available. They will be sent to Trustees upon completion for approval at the January 2024 Board Meeting.

TREASURER'S REPORT: Board members reviewed the treasurer's report provided before the meeting. Motion was made to approve payment of bills for November 2023. (Maginnis/Augustine). Unanimous approval.

STATISTICS: The Board reviewed the statistics with no concerns. Board agreed that the stats looked impressive.

NEW BUSINESS

The next Ridley Township Board of Commissioners Meeting is December 20, 2023 at 6 PM at Garling Hall. (Ms. Maginnis is scheduled to attend.)

The next DCLB meeting is December 21, 2023 at 6:30 PM. DCLB meetings are in the County Council Room at Government Center in Media, and can be attended in person or by Zoom. (Ms. Hahn is scheduled to attend.) The 2024 DCLB Meeting Schedule was reviewed and board members were encouraged to sign up to attend at least one meeting.

The 2024 Library Budget Draft was reviewed. Motion made to approve the Budget for 2024 (Karpyn/Maginnis). Unanimous approval.

FUNDRAISING REPORT

Ms. Maginnis reported that the Trustees have exceeded the budgeted fund-raising amount for 2023. The Holiday Gift Card Wreath is doing very well.

Ms. Augustine suggested a Flea Market Fundraiser to be held on Library grounds in the Spring (possibly in May) with a fee of \$20 per vendor table. Ms. Cummins will follow up with the Township for permission. There was some discussion about whether the event might also include some food trucks as a helpful draw. The logistics of this are to be further clarified. Ms. Maginnis also suggested a clothing drive.

DIRECTOR'S REPORT

Ms. Murray requested board approval of reduced weekend hours in the summer months. The state allows libraries to cut back their hours over summer months. The board voted to have the library open from 9 AM to 1 PM on Saturdays from June 29 to August 31; weekday hours will remain unaffected over summer months. During non-summer months, the library is open from 9 AM to 4 P M on Saturdays. (Ms. Augustine / Ms. Fury). Unanimous approval.

Ms. Murray reported that the DCLB will vote on changes to the County Automation Policy at its next meeting. One of those changes was requested by RT staff and will allow patron registration records to be kept electronically.

The director also reported that DCL announced it had 100 percent participation from all 26 libraries at the Trustee Training session. Ms. Murray thanked Ms. Hahn and Ms. Augustine for attending this training.

COMMUNICATIONS

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

PRESIDENT'S REPORT

Ms. Maginnis asked the Director to order Library Logo note cards for Trustees to use to thank donors for Trustee Fundraising items. Note cards will also be available for staff use.

Ms. Maginnis indicated that a thank you was sent to former board member, Suzanne Brown, on behalf of the Trustees for her service and tenure on the library board. Trustees are waiting on resumes for the open library board position.

Thank-you Christmas cards from the Board of Trustees will be signed by the Board after our meeting tonight and will be given to all very-deserving library staff at their Staff Holiday Luncheon scheduled for 12/14/2023.

Ms. Murray will send the DCLB Meeting List for 2024 to the Trustees for volunteer sign up.

Friends Giving Tuesday pulled in \$860 to be used for purchases for RT's "Library of Things".

Friends membership fees of \$10 were collected at the meeting from Trustees/Liaisons.

COMMITTEE/LIAISON REPORTS

Ms. Augustine and Ms. Hahn attended the 11/14/23 Trustee Training by zoom and updated Trustees with a link for their viewing pleasure.

Library staff attended the DCL Staff In-Service Day at Harrah's on 11/3/23.

Ms. Augustine attended the 11/15/23 Commissioners Meeting and updated on key topics. Minutes can be viewed on the Township's Website.

Ms. Maginnis is scheduled to attend the 12/20/23 Commissioner's meeting.

Ms. Hahn is scheduled to attend the DCLB Meeting on 12/21/23.

OTHER BUSINESS

Trustees reviewed meeting format plan for the upcoming 2024 year. A motion was made to resume **IN-PERSON monthly meetings at the library**, with the possibility of being able to revert to a zoom meeting in the event of extenuating circumstances. (Karpyn/Fury). Motion carried. Unanimous agreement.

Happy Holidays were wished by the Trustees to all in attendance.

NEXT MEETING: Next meeting of the Board of Trustees will be **IN PERSON at the library** on Monday, January 22, 2024 at 6 PM.

BOARD ADJOURNED At 6:35 PM.

Respectfully submitted by:

Ann M. Whitehouse, Board Trustee, RTPLRC