

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
January 24, 2022 Meeting held via Zoom**

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

ABSENT: Christine McMenamain, 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 6, 2021 meeting were reviewed by the Trustees. Motion made to approve the December minutes. (Brown/Whitehouse). Motion carried.

TREASURER'S REPORT

Ms. Brown asked if anyone had any questions about the report. All agreed that everything looks good. Ms. Whitehouse asked if we would be generating any revenue from fines, in light of the recent practices of fine forgiveness and auto-renewal. Ms. Murray answered that she had reduced that line item on the budget to \$3,000 from \$10,000 in 2021 to account for those recent practices. Ms. Murray said that this might be a good time to consider eliminating fines. Ms. Maginnis asked if Ms. Murray planned to discuss with the staff. Ms. Murray replied that she would consult staff and possibly bring to the Trustees for further discussion. The checklist for January was reviewed. Motion was made to approve payment of bills for December and January. (Maginnis/Augustine) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they are looking great as always. Library staff members are doing an excellent job with programming.

NEW BUSINESS

The next meetings of the Ridley Township Board of Commissioners are January 26 (Ms. Maginnis scheduled to attend) and February 23 (Ms. Hahn), both at 6 PM in Garling Hall. The next DCLB meeting is at 7 PM on February 17 in the County Council Room at the Government Center in Media. (Ms. Augustine and Ms. Hahn scheduled to attend).

Ms. Maginnis said that Trustee documents (by-laws, contract and job description) were last updated in February 2018. Ms. Maginnis and other Board members scanned through them. It looks like the by-laws are fine except for updating the name to Ridley Township Public Library &

Resource Center. Contract and job descriptions can be changed at a Board Meeting, but the by-laws need to be reviewed ten days before a Board meeting. Ms. Maginnis, Ms. Augustine and Ms. Karpyn volunteered to review and work on updates. Review should be completed no later than February 14 and mailed to Board members in preparation for the February meeting.

Ms. Murray asked the Trustees to pause the policy for weather-related closings for the Winter 2022 season. Currently the Library follows the School District for weather closings. Ms. Maginnis stated that most of the smaller libraries follow school districts, but the larger ones do not. The decision would be made by Ms. Murray in consult with key staff members who live in the area and with the Board President. Notices of closings will continue to be posted on social media and, if possible, the front door. The issue will be revisited before next winter. Motion made to approve pausing the weather-related closings for the Winter 2022 season (Maginnis/Karpyn). Motion carried.

Ms. Murray asked the Board to consider allowing the set-up of auto-pay for some recurring bills to make the process more efficient. The request was made for the following vendors:

- Amazon
- Aqua Water
- De Lage Landen (copier lease)
- Electronic Security Corp (fire alarm and panic buttons)
- Infradapt (phones)
- North American Benefits (life insurance)
- PECO Gas
- Pitney Bowes (postage and machine rental)
- T-Mobile (hotspots)

Motion was made to approve auto-pay as requested (Augustine/Maginnis). Motion carried. Ms. Murray will research the issue with vendors. Auto-pay bills will be included on the monthly check list for the Board. Other vendors will get Board approval before being added to the auto-pay list.

FUNDRAISING REPORT

Ms. Maginnis said she had spoken with a representative from Chick-Fil-A regarding fundraising. They are not doing any Spirit Nights at this time. They do want to do something and are looking into other ways to support the Library.

Some revenue from Trustee fundraising last year will be used for the new Library of Things. Discussion on fundraising for 2022 included a Stock's poundcake fundraiser to coincide with the Township Fall Festival, bake sale at the Festival, Christmas Tree gift card raffle, and possibly an Easter raffle.

LIBRARY DIRECTOR'S REPORT

Ms. Murray reminded the Board that although the DCLB meetings are live, we can also view via Zoom, as long as we register our full name and address. Comments for the meeting can be submitted via email. Ms. Murray will provide items to share, but it is always up to the Board members attending what, if anything, they would like to report on. Other items are included in the written Director's report.

COMMUNICATIONS

Copies of newspaper articles featuring Library events were reviewed by the Trustees. Ms. Whitehouse commented on the incredible number of prom dresses collected for the upcoming giveaway event. Ms. Murray stated that so far there are over 300 dresses in all sizes and styles and they are still coming in.

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis sent out the meeting schedules via email earlier in the day and thanked everyone for volunteering their time to attend the 2022 meetings.

Ms. Maginnis said she had received a letter of resignation from trustee Ms. Raikowski. We received a resume from a new candidate, which was submitted to Ms. Cummins for review.

Ms. Maginnis asked Ms. Murray how DCL libraries are currently handling COVID. Ms. Murray said all libraries have reopened. Closings, reduced hours or curbside are because of staffing issues at the present time. DCL staff are working partially from home again.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis reported on the Commissioners' meeting from December: Commissioner Tom Donohue of the 2nd Ward is stepping down as of December 31. Stingers is filing an appeal on the new tax assessment status. Regarding the new Delaware County Board of Health, there were questions on implementation and how it will affect the budgets. Status of the opioid settlement were discussed – Delaware County will receive \$50 million over 18 years. The township is working on fixing a sinkhole at Sutton and MacDade. Fence and site improvement work is being done on Father Nall field.

Ms. Karpyn asked if we are required to post our meetings. Ms. Murray replied that we are required to advertise our meetings, and that it is handled by the Township.

NEXT MEETING

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

CLOSING REMARKS

Ms. Maginnis thanked Ms. Murray and the Library staff for a job well done. She said that Ms. Murray has been Library Director for five years, and what a jam-packed five years it has been -- first the new library, and then two years of COVID. Ms. Murray replied that it has been both exciting and challenging.

BOARD ADJOURNED AT 7:06 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
February 28, 2022 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, 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 January 24, 2022 meeting were reviewed by the Trustees. Motion made to approve the January minutes. (Whitehouse/Brown). Motion carried.

TREASURER'S REPORT

Ms. Brown asked if anyone had any questions about the report. Funds from Friends fundraiser #Giving Tuesday were used for museum passes. All agreed everything looks good. Motion made to approve payment of February bills. (Augustine/Hahn) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they are looking great as always. Library staff members are doing an excellent job with programming. Ms. Murray said that the stats report looks different because the State changed the way it wants statistics reported. The County has created a helpful spreadsheet for the new reporting.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is March 23rd (Ms. Maginnis scheduled to attend). The next DCLB meeting is 7 PM on April 21, in the County Council Room at the Government Center in Media. (Ms. Brown is scheduled to attend).

Ms. Murray asked for a vote to make masks optional inside the Library (per new information, including CDC guidelines). Motion made to make masks optional (Maginnis/Karpyn). Motion carried.

OLD BUSINESS:

Ms. Maginnis thanked Ms. Brown and Ms. Karpyn who, along with Ms. Murray and Ms. Maginnis reviewed Trustee documents. Motion made to approve the revisions to the By-Laws, Contract, and Job Description (Karpyn/Augustine). Motion carried.

Ms. Murray asked for Board support for leniency for overdue charges at RT. County sets the charges, so they cannot be eliminated at the local level. We will continue to impose fines on Rokus, hotspots, Kindles, and museum passes. The Board agreed to support leniency.

Motion made to add Crystal Springs to the auto pay list. (Hahn/Whitehouse). Motion carried.

FUNDRAISING REPORT

Trustees are looking into a few leads, and possibly doing a Spring/Summer raffle.

LIBRARY DIRECTOR'S REPORT

Ms. Murray stated that her items can be found in the written Director's report or were covered elsewhere in the meeting.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis viewed the School Board meeting. Masks mandate was lifted on February 14. They will revisit the uniform policy. The School Board is forming a Safety Committee comprised of representatives from the school, School Board, school parents and Ridley Police. For more information, minutes can be viewed online.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis reported on the January Commissioners' meeting. There were resolutions for two long-time employees who have retired – District Justice Vincent Gallagher and James Maginnis. Ms. Whitehouse and Ms. Hahn were reappointed as Trustees on the Library Board. Ms. Hahn reported on the February Commissioner's meeting. Kudos to the Library for programs and statistics. Full minutes from the Commissioners meetings can be viewed on the Township website. Ms. Augustine reported on the February 17 DCLB meeting. Topics included \$2000 e-materials grant, new Library app in development, and fine reduction. Full minutes are on the county website.

Ms. Whitehouse asked if there was any update on the resumes submitted for the open Trustee position. Ms. Cummins has forwarded them to the Commissioners for consideration.

NEXT MEETING:

Next meeting of the Board is Monday, March 28, at 6 PM, in person at the library.

BOARD ADJOURNED AT 6:33 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
March 28, 2022 -- Meeting held in person at the Library**

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.

NEW BOARD MEMBER:

Ms. Fury was introduced and welcomed to the meeting as our newest Board member.

PUBLIC NOTICE OF MEETING

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

COMMENTS FROM THE PUBLIC

Ms. Cummins informed the Board that Ridley Township has three new sergeants on the Police force. She also spoke about a recovery recently conducted at the marina, which involved a 19-year-old cold case of a missing person.

MINUTES

The minutes from the February 28, 2022 meeting were reviewed by the Trustees. Motion made to approve the minutes. (Whitehouse/Brown). Motion carried.

TREASURER'S REPORT

Ms. Brown asked if anyone had any questions about the report. All agreed everything looks good. Motion made to approve payment of bills for March. (Hahn/Maginnis) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look great, as always. Library staff are doing an excellent job with programming.

NEW BUSINESS

The next meeting of the Township Board of Commissioners is April 27 (Ms. Karpyn scheduled to attend). The next DCLB meeting is April 21 (Ms. Brown scheduled to attend).

Ms. Murray informed the Board that the Library's color printer had died. She consulted with Ms. Maginnis and Ms. Brown, and a new printer was ordered. Motion made to approve the purchase of a new color printer (Augustine/Whitehouse). Motion carried.

Ms. Murray spoke about the new DCL Mobile App. The DelcoReads app will allow patrons to perform self-checkout when in the Library, steer users to the closest library, inform users of library holdings, programs, give access to e-resources, and more. Once registered, the app will hold a patron's barcode, so they will not need to carry a separate library card. She said training for self-checkout brings a great opportunity for one-on-one interaction between patrons and library staff. Desk checkout will still be available. DCL will launch the app on April 3 to kick off National Library Week.

FUNDRAISING REPORT

Ms. Hahn asked Ms. Cummins if there is a date scheduled for the Fall Festival this year, as we will try to have a Stock's poundcake fundraiser coincide with the Festival again. There is currently no date, but she will follow-up. Ms. Augustine asked about the Health Fair. Ms. Maginnis is waiting for a response from Chick-Fil-A about a fundraising opportunity. The Board generally discussed restaurant fundraisers.

LIBRARY DIRECTOR'S REPORT

Regarding DCLB meetings, Ms. Murray informed the Board that comments can only be made by trustees attending in person, and cannot be submitted if you are watching online. The solar charging stations have been ordered. We had requested the bench version. The annual report for the State has been submitted. Ms. Murray attended the Friends meeting: the Spring book sale will begin the evening of May 20 and continue on Saturday. Books, games and DVD donations are being accepted from April 1 to May 15. The Friends are contacting members regarding membership renewals. A Spring raffle was discussed.

Ms. Murray attended a webinar on the Sunshine Act. Meeting agendas must be posted online. [Openrecords.pa.gov](http://openrecords.pa.gov) is a resource for us. Ms. Maginnis said she attended part of the webinar and will try to find out if the webinar was recorded so trustees can view later.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis distributed the following updated documents for the trustee binders: Bylaws, Trustee Job Description, Trustee Contract, Trustee Directory, Organizational Chart, Meeting Room Policy, and Patron Code of Conduct.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis reported on the March 23 Commissioners' meeting: Ms. Fury was appointed to the Library Board. Ms. Cummins had read the list of the Library of Things at the meeting. Full minutes from the Commissioners meetings can be viewed on the Township website.

There was no DCLB meeting held since the last Board meeting.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, April 25, 2022, at 6 PM. We will meet in person in the meeting room at the Library.

BOARD ADJOURNED AT 6:41 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
April 25, 2022 -- Meeting held in person at the Library**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Betsy Cummins, Mary Tobin, and Anny Laepple, DCL Assistant Director, Library Services and District Consultant

ABSENT: Christine McMenamin

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

Ms. Cummins informed the Board that the date for the Fall Festival is Sept. 18, 2022. Rain date is Sept. 25.

Anny Laepple, Assistant Director, Library Services and District Consultant for the Delaware County Libraries, said she is attending Board meetings for all the DCL member libraries. She spoke about equity of access and resource development, including delivery between libraries, e-resources, computers, interlibrary loan services, circulation, training, and consulting services. She advised the Board that she is available for assistance, and to reach out to her if help is needed. Ms. Laepple also spoke about the new DelcoReads app. Self-checkout has been amazing. Our library is leading the entire county in self-checkouts. The app has been a big and exciting project. Ms. Maginnis asked if statistics were being compiled on app usage and whether or not this information would be shared at the DCLB meetings. Ms. Laepple stated that they are informally following usage. Ms. Murray added that there is a feature in the app that allows the user to find all library book sales with one click. Ms. Maginnis asked Ms. Laepple if the required trustee training will be in person or on Zoom. Ms. Laepple said it is unclear at this time, but that training will probably be limited to DCL member libraries.

MINUTES

The minutes from the March 28, 2022 meeting were reviewed by the Trustees. Motion made to approve the February minutes. (Whitehouse/Brown). Motion carried.

TREASURER'S REPORT

Ms. Brown asked if anyone had questions about the report. She explained that the year-to-date figure for utilities is in the red, but will even out in the warmer months when we pay less for heating. All agreed that everything looks good. Motion was made to approve payment of bills for April 2022. (Hahn/Maginnis) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they are looking great as always. Library staff members are doing an excellent job with programming.

NEW BUSINESS

The next meeting of the Ridley Township Commissioners is April 27 at 6 PM. (Ms. Karpyn scheduled to attend). The next DCLB meeting is 7 PM on June 16, both on Zoom and in person at the Government Center in Media. (Ms. Whitehouse scheduled to attend).

FUNDRAISING REPORT

Ms. Hahn will follow up with Stocks now that there is a date for the Fall Festival. Ms. Maginnis has not heard anything from Chick-Fil-A. Other possible fundraisers were discussed including Swarthmore Pizza, Nothing Bundt Cakes, Cocos, Delco Steaks. The Board generally discussed restaurant fundraisers and agreed that although it is preferable to keep fundraising efforts within Ridley Township, it may be necessary to branch out. Ms. Karpyn spoke about the fundraising success of Folsom Fire Company and asked if there is any way we could accept payment through Paypal or Venmo to help with our fundraising.

LIBRARY DIRECTOR'S REPORT

Ms. Murray distributed the signed Trustee contracts to each Board member. She reported that the financial Best Practices webinar will be taped and available for viewing. She will send a link to all when available. She mentioned a couple issues staff are dealing with, including library pranksters and first amendment audits. Ms. Maginnis asked Ms. Murray to send out a link for the Sunshine Law webinar. The new website for the Library is launching May 1. Ms. Christensen is working to ensure all links and buttons work. Ms. Murray reminded everyone to download the new Delco Reads app. Ms Karpyn asked about security for the planned solar charging stations – a team from the Township, DCL and the company will handle those details.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis asked Ms. Murray if she could make new business cards for the Trustees. The next Friends meeting is June 7. She reminded everyone about the upcoming Friends Book Sale. Ms. Maginnis also reported that she answered a lot of questions for the annual audit. She has forwarded an e-mail about DCL Advocacy to all Trustees.

COMMITTEE/LIAISON REPORTS

Ms. Brown reported on the DCLB meeting of April 21. Topics covered included the new DelcoReads app, library card signup and senior centers, Longwood Gardens Community

Read, Science in the Summer, the updated Strategic Plan, and a restoration grant. Full minutes from the DCLB meetings can be viewed on the Township website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, May 23, 2022, at 6 PM. We will meet in person in the meeting room at the Library.

BOARD ADJOURNED AT 6:42 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
May 23, 2022 -- Meeting held via Zoom**

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

ABSENT: Edna Fury, Betsy Cummins

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 April 25, 2022 meeting were reviewed by the Trustees. Motion made to approve the April minutes with the following change: Correct the date on the minutes from March 28 to April 25. (Brown/Whitehouse) Motion carried.

TREASURER'S REPORT

Ms. Brown asked if anyone had any questions about the report. All agreed that everything looks good. Motion was made to approve payment of bills for May 2022. (Maginnis/Whitehouse) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they are looking great as always. Library staff members are doing an excellent job with programming.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is May 25 at 6 PM in Garling Hall (Ms. Augustine scheduled to attend). The next DCLB meeting is at 7 PM on June 16, 2022, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Whitehouse scheduled to attend).

Ms. Murray requested Board approval to increase Library hours beginning June 6, with Monday/Tuesday/Wednesday hours extended to 10 AM to 8 PM, and Saturday hours extended to 9 AM to 4 PM. Motion made to approve the extended hours effective June 6. (Hahn/Augustine). Motion carried.

FUNDRAISING REPORT

Ms. Brown is working with a representative from Nothing Bundt Cakes for a fundraising opportunity. We would sell coupons for Bundtlets. They are working out the details. Ms. Karpyn contacted Kyj's but they no longer do fundraising. Ms. Hahn reported that Stock's was booked for the year. We are on a waiting list. She suggested we should call earlier next year, even if we do not yet know the date of the Fall Festival. Discussion followed on selling cakes at Fall Festival, and possibly selling hoagies.

LIBRARY DIRECTOR'S REPORT

Ms. Murray stated that everything is in her written report.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis thanked Ms. Murray for breaking out the stats on the Library of Things. The Friends May book sale is going well. She reminded everyone the next Friends meeting is June 7. Blood Drive is May 31. Ms. Maginnis pointed out that more people are visiting the library; that statistic is on the way up. She gave a shout-out to staff for the DelcoReads app, the Pet Fair and the new website.

COMMITTEE/LIAISON REPORTS

Ms. Karpyn reported on the April 27 Commissioners meeting. Full minutes can be viewed on the Township website.

NEXT MEETING

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

BOARD ADJOURNED AT 6:19 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
June 27, 2022 -- Meeting held via Zoom**

ATTENDANCE: Diane Maginnis, Donna Murray, Judy Augustine, Suzanne Brown, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, Ann Whitehouse, Mary Tobin, 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 May 23, 2022, meeting were reviewed by the Trustees. Motion made to approve the May minutes. (Karpyn/Whitehouse) Motion carried.

TREASURER'S REPORT

Ms. Brown asked if anyone had any questions about the report for the period ending 5/31/22. All agreed that everything looks good. Motion was made to approve payment of bills for June 2022. (Augustine/Fury) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look great, as always. Ms. Maginnis remarked that the statistics on the museum passes are extremely high. Many thanks go out to Ms. Murray and the library staff for doing an excellent job.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is July 27 at 6 PM in Garling Hall (Ms. Augustine scheduled to attend). The next DCLB meeting is at 7 PM on August 18, both on Zoom and at the Government Center in Media. (Ms. Karpyn is scheduled to attend).

FUNDRAISING REPORT

Ms. Brown is working with a representative from Nothing Bundt Cakes for a fundraising opportunity. We would sell coupons for Bundtlets. They are working out the details. Ms. Brown informed the representative that we would be moving the sale to the Fall.

Board members had been notified via e-mail that our waitlist for a Stock's poundcake fundraiser had come through. August 30 was available, and the Board decided to go ahead with that date. Ms. Cummins asked Ms. Augustine if CID still does a Stock's fundraiser. Ms. Augustine will check. There was discussion on purchasing extra cakes to sell on pickup day. Ms. Murray suggested selling extra cakes in the Library the day after the sale.

Ms. Fury stated that a fundraiser with Delco Steaks did not work out. She will pursue other possibilities.

LIBRARY DIRECTOR'S REPORT

Ms. Murray stated that everything is in her written report. Ms. Maginnis asked Ms. Murray two things: (1) To put the DelcoReads app stats in either the statistics report or in the Director's written report; and (2) To include information on scheduled Blood Drives in her report. There is a Blood Drive scheduled for August 8 from 1 to 6 PM.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis reminded the Board that the Library will be closed on July 4. Board elections will take place at the August 22 meeting. She discussed the June 6 School Board meeting and the June 7 Friends meeting. The book sale was very successful. Books are still for sale in the Library. Ms. Maginnis reminded the Board that membership in the Friends is \$10 and a drive is currently ongoing. The Friends will sell water and pretzels at the Fall Festival. Next Friends meeting is Sept. 6.

COMMITTEE/LIAISON REPORTS

Ms. Augustine reported on the May 25 Commissioners meeting. Full minutes can be viewed on the Township website. The June DCLB meeting was cancelled.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, August 22, at 6 PM via Zoom.

BOARD ADJOURNED AT 6:24 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
August 22, 2022 Meeting held via Zoom**

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

ABSENT: Suzanne Brown, 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 27, 2022 meeting were reviewed by the Trustees. Motion made to approve the June minutes. (Whitehouse/Karpyn). Motion carried.

TREASURER'S REPORT

Ms. Brown reported via e-mail that all finances look to be in line. We have discussed the utility bill being high due to two bills being paid in the same month for July. All agreed that everything looks good. Motion was made to approve payment of bills for July and August 2022 (Hahn/Augustine) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they are looking great as always. Seeing the stats laid out in the monthly Event Log is impressive. Ms. Fury had trouble accessing the report. Ms. Murray offered to provide her with a hard copy. Ms. Maginnis stated that hard copies used to be mailed out, but that practice was stopped in order to save money. Many thanks go out to Ms. Murray and the library staff for doing an excellent job.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is August 24 at 6 PM in Garling Hall (Ms. Augustine is scheduled to attend but Ms. Fury volunteered to attend in her place). The next DCLB meeting is at 7 PM on August 18, on Zoom and in the County Council Room at the Government Center in Media, PA (Ms. Whitehouse is scheduled to attend).

Election of Officers: Ms. Maginnis asked if anyone besides the current officers was interested in serving as an officer. No one was. She asked if anyone was interested in changing their

position. No one was. All are willing to continue to serve in their present position as follows: President: Ms. Maginnis; Vice President: Ms. Augustine; Treasurer: Ms. Brown; Secretary: Ms. Hahn. (Ms. Brown sent her vote in via e-mail prior to the meeting.) Motion made to retain officers in their current positions (Karpyn/Whitehouse). Motion carried.

Ms. Fury asked, on behalf of the Schoolhouse Senior Center, if flyers for Meals on Wheels could be posted at the Library. Ms. Tobin stated that the flyer can be posted at the Library since it is a non-profit informational ad. Ms. Maginnis asked if it could be posted at the Municipal Building. Ms. Cummins will check.

Ms. Hahn informed the Board that information on iPhone's Siri is showing the library as closing at 4:30. This may be tied to the Township's office hours and not the library's hours. Ms. Cummins offered to check into the issue.

FUNDRAISING REPORT

The Stock's poundcake fundraiser began July 29 and ran for three weeks until August 19. We were late getting started as the bakery had misplaced our information and had not sent the contract before closing for six weeks. We were able to contact them via e-mail and work out the details. We sold 146 cakes through the presale and will have 16 extra cakes to sell on distribution day, August 30. Cakes were sold for \$18.

Fall Festival was discussed. The Board will sell baked goods again. At this time, we do not anticipate having a raffle. If we have extra Stock's poundcake, we will freeze and sell them as slices at the Fall Festival. If we do sell all of the extra cakes during distribution of presale cakes, we will visit the bakery the day before the Festival to pick up a few cakes to sell as slices at the Festival. Board members will bring baked goods to sell. Ms. Fury will be away but will drop something off at the Library beforehand. The Festival will take place from 10 AM to 2 PM. The Friends book sale will take place in the large meeting room.

LIBRARY DIRECTOR'S REPORT

Ms. Murray reported that she is working on updating library policies and also working on a policy review calendar. She hopes to have the calendar ready for board approval in September. She pointed out that a Library Code of Ethics, updated in 2021, applies to trustees as well as staff. She included a copy for trustees in their meeting packet. She highlighted two items from the Code of Ethics: staff and trustees are obligated to keep patron information private, and also to defend a patron's right to access to information. Ms. Maginnis pointed out that she checked into an item regarding the Emergency & Safety Policy: In the event there is a power outage, there are emergency lights that will enable staff and patrons to safely get outside or to lighted areas in the library. Ms. Murray said she is working with Township officials on the Safety Policy and staff training.

Ms. Murray provided an update regarding Venmo: She had researched that payment app for library fund-raising and found it does not have a non-profit application. Both Ms. Maginnis and Ms. Cummins advised against using someone's personal Venmo account.

In following up on issues from a previous meeting, Ms. Murray reported that Reciprocal Borrowing funding is for items loaned to libraries outside Delaware County, but that it is being phased out in the next couple years. The County Library is working on collecting and reporting meaningful stats for the new Delco Reads app. Hoopla is not being renewed at the County level; it is expected there is enough funding left for the service to last through the end of 2022.

After hours programming for the fall is: 10 AM to 2 PM on Sunday 9/18 for the Fall Fest (transferred to 9/25 rain date, if needed); 5:30 to 7 PM for a Family Fort Night on Friday 9/30; and Haunted Library on Friday 10/14, time TBA.

The solar benches are in; the Township and a consultant are deciding on the best location.

COMMUNICATIONS

Copies of newspaper articles featuring Library events were reviewed by the Trustees. Ms. Maginnis shared that Peg DeGrassa had quoted Ms. Murray in an article. Ms. Murray stated that the Library tries to always reflect a positive presence in the community.

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis mentioned that the DCLB will continue to meet both in person and on Zoom through the end of the year. She suggested we also continue to meet via Zoom through the end of the year. She remarked that the humpback whale event drew a lot of attention and commended the library staff for coming up with so many unique ideas. The School Board met on July 11; their two vacancies were filled. Ms. McMenamain was elected Vice President. The next Friends meeting will be September 6. Ms. Maginnis informed the Board that the State Aid funds will be distributed once the budget is passed.

COMMITTEE/LIAISON REPORTS

Ms. Augustine reported on the Commissioners meeting of July 27. Full minutes can be viewed on the Township website. Ms. Karpyn reported on the DCLB meeting of August 18. Full minutes can be viewed on the DCL website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, Sept. 26, at 6 PM on Zoom.

BOARD ADJOURNED AT 7:01 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
SEPTEMBER 26, 2022 -- 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 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 22, 2022 meeting were reviewed by the Trustees. Motion made to approve the August minutes. (Augustine/Whitehouse). Motion carried.

TREASURER'S REPORT

Ms. Brown reported that all the finances look to be in line. Utilities are difficult to budget, and she is focusing on increases for next year's budget. All agreed that everything looks good. Motion made to approve payment of bills for September 2022 (Karpyn/Fury) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look great as always. Ms. Murray reported that circulation through August is the highest it has been for that time period since 2014. She commended her Collection Development team for having a sense of what patrons want. Ms. Maginnis was impressed with the August stats – kudos to the staff.

NEW BUSINESS

Presentation of revisions to Personnel Policy:

Ms. Murray said she had emailed a revised Personnel Policy to all Trustees and asked everyone to send questions or concerns by mid-October, so the document would be ready for a vote at the October 24 Board Meeting. She asked if there were any questions; there were none. She will e-mail Ms. Cummins and Ms. McMEnamin on the changes. Ms. Maginnis commended Ms. Murray for her hard work on the proposed policy changes. The Board voted on one change to the policy. Motion was made to amend the policy to show that closing for snow will not follow school closing but will be at the discretion of the Director (Fury/Augustine). Motion carried.

Ms. Maginnis reported that the Director has also been working on an Emergency Preparedness/Active Shooter policy. Ms. Maginnis has given her suggestions and additions.

Discussion of County Coordination Aid and District Negotiated Agreement Budget:

Ms. Murray explained that County Coordination Aid and the District Negotiated Agreement Budget are two streams of revenue from the state that enable the District Library Center to provide services for all 26 libraries in Delaware County. Those services include some salaries, van delivery service, and collection development (downloadable e-books and e-audio books for the Libby App). She and Ms. Tobin both serve on committees to propose how money will be spent but most of the funding is locked in to services previously agreed on and currently being offered.

The next meeting of the Ridley Township Board of Commissioners is September 28 at 6 PM in Garling Hall (Ms. Whitehouse was scheduled to attend, but Ms. Fury will go in her place). The next DCLB meeting is at 7 PM on October 20, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Whitehouse is scheduled to attend).

FUNDRAISING REPORT

The Stock's poundcake fundraiser concluded on August 30 and 31, when all cakes were distributed. We sold 146 cakes through the presale, plus 16 cakes on distribution days.

Ms. Maginnis thanked everyone for baking/providing baked goods and helping at the Fall Festival, and thanked Ms. Augustine for facilitating a donation from the Police in lieu of pretzel and water sales. Ms. Maginnis was able to procure the donation of a raffle basket by Franklin Mint Credit Union for the Festival. Chances were sold at the Festival, at Community Day, and will continue to be sold in the Library through drawing date of September 30.

Ms. Brown stated that she will revisit the Nothing Bundt Cakes fundraiser for the Spring.

After discussion, the Board decided to move ahead with a fundraiser at Anthony's Coal-Fired Pizza in Springfield, who will donate 20 percent of proceeds on a chosen date (provided we have the required amount of sales). The Board decided on November 19, the Saturday before Thanksgiving and a busy day for college football. Ms. Hahn will follow up.

After the pizza fundraiser is over, we will advertise for our Holiday Tree raffle. Board members will donate gift cards for the tree, and chances will be sold in the Library.

LIBRARY DIRECTOR'S REPORT

Ms. Murray reported that the Township Trunk or Treat is scheduled for Saturday, Oct. 29, and involves closing the parking lot. She requested that the Board vote to close the library early that day. Motion made (Maginnis / Brown). Unanimous approval.

The Director also reported that solar charging benches were scheduled to be delivered in September. Ms. Murray consulted with the Township Manager and a company representative, and it was agreed the benches will be placed in the front entrance plaza.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis attended the September 6 Friends meeting via Zoom. The President has resigned, and they are looking to fill the position. The next meeting will be March 7. Leftover

books from the Book Sale will be picked up by Discover Books. The Friends Treasurer found this company that will sell, donate or recycle used books.

Trustee training is October 27 on Zoom at 7 PM. The theme is Fundraising Extravaganza. Two trustees are required to attend. Ms. Whitehouse is registered; Ms. Karpyn will also register. Ms. Maginnis asked that she notify the Board once she is registered. Their attendance will meet DCL's requirements for the Library to receive County Aid (2023). Ms. Whitehouse asked if a link will be sent. It will. Ms. Hahn asked if a recording will be available if others are interested but cannot attend. Ms. Murray stated that a recording will be available but will not count as attendance. DCL will share the link.

Ms. Maginnis reported that she had asked the Director about doing something special, such as a giveaway, for library patrons to thank them for their patronage during Covid and post-Covid as well as supporting library fundraisers. Ms. Maginnis pointed out that since there haven't been any Health Awareness Days in four years, the Advertising Budget hasn't incurred the costs it would have for giveaways. The Director welcomed the idea.

Ms. Maginnis asked if any numbers were available from Library Card Sign-Up Month. The Director said they would be available in early October.

COMMITTEE/LIAISON REPORTS

There were no committee reports as Ms. Fury was unable to attend the Commissioner's meeting. Full minutes from the Commissioners meeting of August 24 can be found on the Township's website.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, October 24, at 6 PM on Zoom. There is no meeting in November.

BOARD ADJOURNED AT 6:53 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
October 24, 2022 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 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 September 26, 2022, meeting were reviewed by the Trustees. Motion made to approve the September minutes. (Brown/Whitehouse). 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. Brown is working with Ms. Murray on the 2023 budget. Motion was made to approve payment of bills for October 2022. (Maginnis/Augustine) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they are looking great as always.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is October 26 at 6 PM in Garling Hall (Ms. Maginnis scheduled to attend). The next DCLB meeting is at 7 PM on December 15, on Zoom and in the County Council Room at the Government Center in Media. (Ms. Maginnis scheduled to attend).

Motion was made to approve the exterminator expenditure (Maginnis/Karpyn). Motion carried.

Motion was made to approve the schedules for 2023 Library holidays and 2023 Library Board Meetings (Maginnis/Augustine). Motion carried.

OLD BUSINESS

Changes to the Personnel Policy were discussed. Ms. Karpyn asked if some of the wording could be more general. She will send her questions to Ms. Murray and copy the Board members. There were no other questions. Approval will be pushed to the next meeting.

FUNDRAISING REPORT

The upcoming November 19 pizza fundraiser at Anthony's Coal-fired Pizza in Springfield was discussed. The Board also discussed the holiday raffle. Ms. Brown might have a Christmas tree we can use for the raffle. Donation of gift cards was discussed for the tree raffle. Board members will donate gift cards for the tree, and chances will be sold in the Library.

LIBRARY DIRECTOR'S REPORT

The Director reported that the solar benches have been installed in the front entrance plaza. In response to concerns that the charging ports are vulnerable to malware, Ms. Murray asked the IT staff at DCL to look into it. The manufacturer said the ports are secure. The concern with public charging stations is if there is a charging cable. That is not the case with these solar charging benches.

The Director reported that the library welcomed 140 new patrons in September for National Library Card Sign-up Month. Staff also set up a self-checkout station. Also, the Library will collect Treats for Troops through Nov. 7.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Maginnis said approval of the Personnel Policy will be moved to the December Board Meeting to allow time to address Ms. Karpyn's questions and any other queries from Trustees.

Moving forward for our Board meetings in 2023, we can see if DCLB is still continuing their Zoom meetings for 2023.

Ms. Maginnis reminded Board members to submit any donations for the Trustees' Gift Card Holiday Tree as soon as possible so that we can get the prize put together.

COMMITTEE/LIAISON REPORTS

Ms. Fury reported on the September 28 Commissioners' meeting. Full minutes can be found on the Township website. Ms. Whitehouse reported on the October 20 DCLB meeting. They are taking a survey as to preferred time of meetings for 2023. Full minutes can be found on the DCL website.

NEXT MEETING

Next meeting of the Board of Trustees will be Monday, December 5, at 6 PM via Zoom. There is no meeting in November.

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
December 5, 2022
Meeting held via Zoom**

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

Ms. Cummins reported that Mike McCrea stepped down from the Board of Commissioners and Jeff Warwick was appointed in his place.

Ms. Cummins noted that the Township Tree Lighting has been postponed from Tuesday, 12/6 to Wednesday, 12/7, because of expected rain.

MINUTES

The minutes for the October 24, 2022 meeting were reviewed by the Trustees. Motion was made to approve the minutes of the October Library Board Meeting. (Fury/Karpyn) 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 November. (Maginnis/Augustine). Motion carried.

STATISTICS

The Board reviewed the statistics with no concerns.

NEW BUSINESS

The next Ridley Township Board of Commissioners Meeting is Dec. 21 at 6 PM at Garling Hall. (Ms. Hahn scheduled to attend.) The next DCLB meeting is Dec. 15 at 7 PM at Government Center in Media and on Zoom. (Ms. Maginnis scheduled to attend.)

Ms. Murray requested approval of expenses as follows: 1) New TV monitor for circulation desk; 2) Rug cleaning service; 3) Repairs to front entrance doors. Motion was made to approve these expenses. (Augustine/Whitehouse) Motion carried.

OLD BUSINESS

Ms. Murray requested approval of changes to Personnel Policy discussed at our previous meeting and for which there had been some clarifying email exchanges before this current

meeting. Ms. Hahn voted in absentia on 11/9/22 by email to approve the changes. Motion was made to approve the changes to the Personnel Policy. (Fury/Brown). Motion carried.

Ms. Murray requested approval of the 2023 Budget. Motion was made to approve the Budget. (Augustine/Maginnis) Motion carried, with Ms. Hahn voting to approve the budget in absentia on 11/9/22 by email.

FUNDRAISING REPORT

Ms. Murray reported that the Christmas Tree Gift Card Raffle sales had reached \$418.00. The raffle will be pulled on 12/19, so people were encouraged to purchase their tickets before then, if they had not done so already.

Ms. Maginnis noted that Ms. Hahn had emailed the trustees Nov. 28 with a fund-raising update.

Ms. Maginnis also noted that the library is expecting a \$100 Staples gift card from Oliver Plumbing and Heating which we can use as part of a future raffle. There is also a \$100 balance from the donation made by the attorney that Ms. Augustine had secured. The Trustees agreed on a Valentine's Day raffle with donations from Trustees of a basket, wine and other items.

DIRECTOR'S REPORT

Ms. Murray reported that the library will be collecting prom dresses again this year. She encouraged donations of dresses, shoes, bags, and appropriate accessories. The library will be giving the items away in early February.

Ms. Tobin and Ms. Murray attended a recent webinar on serving older patrons. Ms. Murray was happy to note that a lot of what the webinar recommended were things that Ms. Tobin has already been doing or putting into place (e.g., coloring parties, Ukulele circles, etc.). Ms. Murray commended Ms. Tobin for the amazing job she is doing.

COMMUNICATIONS

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

PRESIDENT'S REPORT

Ms. Maginnis noted that the training on fundraising recommends trustees send handwritten thank you notes to donors. She added that trustees can contact the director should a donor require an official letter for tax purposes.

Ms. Maginnis viewed the Commissioners' meetings for October and November. She noted the appointment of Jeff Warwick to replace Mike McCrea who recently resigned from the Commissioners. Pat McMenamin was voted in to become Vice President of the Commissioners following Mr. McCrea's departure. Mr. Willert and Mr. McMenamin both gave kudos to the library for their hard work and positive representation.

Once 2023 Commissioner meeting dates are approved, the listings will be sent to trustees for both Commissioner and DCLB meetings, so they can volunteer to attend meetings.

COMMITTEE/LIAISON REPORTS

Ms. Whitehouse and Ms. Karpyn attended the 10/27 DCLB Trustee Training live webinar, "Fundraising Extravaganza" and reviewed content/ideas presented. Representatives from four libraries each reviewed their experiences and logistics with four types of fundraisers including: 1) Mailings (Newtown); 2) On-line Auctions (Furness); 3) Fundraising/Local Business Sponsorships for Summer Reading Club (Marple); 4) 5K Run and Fun Run (Radnor). The webinar was videotaped and is available to watch.

Ms. Maginnis asked about revenues obtained by the library on #GivingTuesday. Ms. Murray will check this and email her with the amount.

In January, DCLB will continue to allow Zoom attendance at meetings. At our next meeting in January, the Board will discuss the possibility of resuming some in-person meetings.

There was also discussion about Trustees attending the Commissioners' meetings in person to give more visibility to the library. Ms. Cummins stated how Ms. Murray is always present at Commissioners' meetings, and this has provided good visibility. Ms. Murray thanked Ms. Cummins for being a strong advocate for the library to the Commissioners.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, January 23, 2023 at 6 PM.

BOARD ADJOURNED At 6:36 pm.

Respectfully submitted by:

Ann M. Whitehouse, Board Trustee, RTPLRC