

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
January 27, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Debbie Sweeney, Lisa Maffei Hahn, Edna Fury, Michele Karpyn, 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**

Ms. Cummins informed the Board that Michael Capozzoli, Jr. was appointed as Commissioner for the 8<sup>th</sup> Ward. Officer Sara Howell was presented with commendations in recognition of her actions rescuing a man from a car fire on the train tracks. The family of a young man who passed at the Fairview/MacDade intersection is asking the Township to take action to improve safety on MacDade Blvd. Library Board appointments, reappointments, and resignations will be presented at next month's Commissioners meeting. Ms. Karpyn and Ms. McMenamin spoke about the wonderful job crossing guards do throughout the school district.

**MINUTES**

Motion made to approve the minutes from the December 2, 2024 meeting. (Sweeney/Karpyn). Motion carried.

**TREASURER'S REPORT**

All the finances look to be in order. All agreed that everything looks good. Motion was made to approve payment of bills for December 2024 and January 2025. (Hahn/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 February 26 (Ms. Karpyn is scheduled to attend). The next DCLB meeting is February 20 both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Karpyn is scheduled to attend). Board members were reminded that Zoom attendance counts, but you must register in advance.

**OLD BUSINESS**

Revisions to the Holiday Schedule: the Director requested that the board add three changes: 1) to close early, at 5 PM on Dec. 23; 2) to close early, at 1 PM on Dec. 31; and 3) shorter hours (9 AM to 1 PM) on Saturdays during the summer, June 28 to Aug. 30. Motion made (Augustine/Karpyn) and carried.

**FUNDRAISING REPORT**

The Board addressed having a Spring raffle as we did not do a raffle in December. Ms. Karpyn volunteered to put the raffle basket together. Please have donations (gift cards, etc.) in Feb. 14. Ticket sales will begin March 1. Winner will be pulled April 16. Ms. Hahn suggested another Stock's poundcake fundraiser, and the Board approved. She will contact Stock's to schedule a pickup date for Fall Festival sales and distribution.

Ms. Murray reported that the library will label two Please Touch Museum passes and the Delaware Museum of Nature & Science as supported by the Board of Trustees.

**LIBRARY DIRECTOR'S REPORT**

The Director reported that the library reached a number of milestones in 2024: 33,883 program attendance and 180,837 books and other items checked out. Both statistics are 10-year-highs in those categories. After hours programming in February is Sensory Playtimes on Tuesdays at 9 AM. The library is adding Amazon and our plumber (Drain Surgeon) to autopay.

## **COMMUNICATIONS**

The Board reviewed the newspaper articles included in this month's meeting packet.

## **PRESIDENT'S REPORT**

School District Donation Query: Ms. McMenammin advised it was in the works and forthcoming.

Friends Donation: With only one individual handling all the facets of the Friends Organization, the Director advised it was unknown at this time when the donation would occur. The Director reported the Friends Giving Tuesday revenues amounted to \$710. There was a healthy discussion about the future of the Friends Group.

Contact List: The Director will update the list to incorporate recent Trustee resignations, new trustees when appointed, and will also update as term limits are renewed.

Business Cards: The Director will initiate the cards for Ms. Sweeney.

Thank You: A card of appreciation was sent to Ann Whitehouse (who resigned from the Board effective 1/2/25) on behalf of the Trustees and Director.

Volunteer Sheets were sent out to the Trustees on 1/11/25 for the Commissioner and DCLB Meetings. Update with volunteers will be forthcoming.

Spirit Newspaper: There was a great article about DCLB and their President Anny Laepple in the newspaper which was sent to the Trustees and Director on 1/4 as well as Ms. Laepple.

Museum passes: The Director gave an update on passes. After discussion with staff, the Library will only maintain two Elmwood Zoo Passes. The two Please Touch Museum passes, and the Delaware Museum of Nature and Science pass will be designated as courtesy of the Trustees. Longwood Gardens does not issue passes to all libraries in Delaware County.

Resignation/Interested Party: Ms. Fury handed in her resignation letter at the Board Meeting. Shout out to her for an amazing job. She will be missed. An Interested individual has sent her resume for consideration to be on the Board. Both will be forwarded to the Trustees, Director and Library Liaison Ms. Cummins.

## **COMMITTEE/LIAISON REPORTS**

Commissioners' meetings: Ms. Maginnis attended the December 18 meeting and viewed the January 22 meeting and reiterated the updates from Ms. Cummins.

Ms. Augustine and Ms. Hahn reported on the December 19 DCLB meeting. They gave the Ridley Township Library status report at the meeting, including Mary Tobin's retirement, passport information, prom dress collection, wrap parties. News was well-received and generated interest in the events. DCLB reported that another member library is forfeiting 2022 funding due to audit issues. Their funding will be distributed to the remaining member libraries with the exception of two who have declined. Full minutes from the DCLB meetings can be found on the website.

Ms. Hahn suggested that since we cannot miss any meetings this year, we have alternates available for the 2025 DCLB meetings who will register on Zoom. This is just in case the scheduled person needs to cancel last minute. Ms. Sweeney volunteered to be the alternate.

## **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on Monday, February 24, in person at the Library.

## **BOARD ADJOURNED AT 7 PM.**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
February 24, 2025 -- Meeting held via ZOOM at President's Request**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Lisa Maffei Hahn, Michele Karpyn, Betsy Cummins

**ABSENT:** Deborah Sweeney, 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 informed the Board that the Township Commissioners approved the Library Board appointments, reappointment, and resignation.

**MINUTES**

Motion made to approve the minutes from the January 27 meeting. (Augustine/Karpyn). Motion carried.

**TREASURER'S REPORT**

All agreed that the finances look to be in order. Motion made to approve payment of bills for February 2025. (Hahn/Maginnis) Motion carried.

**STATISTICS**

The Board reviewed the statistics and agreed that they look impressive as always. Passport application numbers are high and exceeding budgeted amounts.

**NEW BUSINESS**

The next meeting of the Ridley Township Board of Commissioners is February 26 (Ms. Augustine scheduled to attend) at 6 PM in Garling Hall. Ms. Karpyn volunteered for the March 26 meeting. The next DCLB meeting is at 6:30 PM on April 17 on Zoom and in the County Council Room at the Government Center in Media (no one yet is scheduled to attend, but we do have two new members coming aboard soon). Board members were reminded that Zoom attendance counts, but you must register in advance to receive a link. Ms. Karpyn advised trustees attending by ZOOM not to sign into the meeting before 6:30 PM as it causes problems with access. Ms. Hahn suggested we have a principle attendee and a secondary attendee signed up for each DCLB meeting to ensure coverage.

The director reported that the Library is in need of furniture repairs due to wear and tear. Ms. Murray requested Board approval as it is a reasonable cost but over \$250. Motion made to approve the expense. (Maginnis/Augustine). Motion carried.

**FUNDRAISING REPORT**

Ms. Karpyn has dropped off the Spring Raffle Basket at the Library and it looks amazing. Ms. Hahn will call Stocks Bakery this week about scheduling a fundraiser. Ms. Karpyn suggested checking to see if other Stocks sales are scheduled locally at the same time and looking into other fundraisers besides Stocks. Bingo was suggested, along with others. Ms. Murray expressed her appreciation to everyone who helped with the Spring Raffle basket and to Ms. Karpyn for her fundraising suggestions.

**LIBRARY DIRECTOR'S REPORT**

The Director reminded the trustees that we have a supply of notecards with the library logo for use by staff & trustees. Trustees might want to use them for thank-you notes and other correspondence. She also reported that she is looking to replace carpeting in some areas of the library and the lobby. The library has received a

support check from the Ridley School District. After-hours programming in March includes Tuesday morning Sensory Playtimes at 9 AM, and Adult Quizzo Friday, March 14 at night.

## **COMMUNICATIONS**

The Board reviewed the newspaper articles included in this month's meeting packet. There was a very nice article in the Daily Times about Ms. Tobin's retirement.

## **PRESIDENT'S REPORT**

Ms. Maginnis sent thank-you letters to Edna Fury for her tenure on our Library Board and also to Hills Hardware and Stephen Schucraft for their generous donations to our Spring Raffle.

Ms. Maginnis queried the Director on the number of staff who are passport acceptance agents. Ms. Murray will verify and let the Trustees know.

Ms. Karpyn spoke on Venmo and how trustee revenues could increase with the use of Venmo. Venmo has been visited many times by our Board but never utilized as no Trustee or the Director felt comfortable with private information being forfeited. Ms. Karpyn is willing to look into Venmo and possibly set it up for the Library Trustees. Updates will be given.

Housekeeping -- Upon appointment of new Trustees, and reappointment of current Trustee, the Director will update the contact list, and order business cards. She is also updating the returned Trustee binders for new Board Members. Ms. Murray will also update library staff chart with recent changes.

Ms. Maginnis affixed her signature to the Annual Report on 2/20. Ms. Maginnis will contact Ms. Sweeney as her signature is still needed on the report.

## **COMMITTEE/LIAISON REPORTS**

Commissioners' meeting: There was no meeting held since the last Board meeting so no report to be made.

Ms. Karpyn and Ms. Maginnis reported on the February 20th DCLB meeting. Takeaways from 2/20 Meeting:

- Renewed Bingo license through 2026
- Annual Reports from member libraries due 3/10 and DCLB expecting all to comply
- Checks mailed to eligible member libraries week of 1/10 for their Audits
- Quorum met for the DCLB meeting by officers zooming and phoning in
- Officers Elections Held
- DCLB Strategic Plan 2024 through 2029 presented
- Reimagining Libraries is ongoing and update is scheduled for April DCLB Meeting
- 1 public comment from Media/Upper Providence Library. Their Book Sale will have over 30,000 books

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

## **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on March 24 at the Library.

## **BOARD ADJOURNED AT 6:31 PM**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
March 24, 2025 – Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Deborah Sweeney, Lisa Maffei Hahn, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn

**ABSENT:** Betsy Cummins, Christine McMenamin

Mary Bailey attended the meeting as an observer. She is aware that no vacancy exists at present.

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

Judy Cianciarulo & Jennifer Quinn were introduced. The following documents were distributed to Trustees for their library binders: Trustee contact list, revised 2025 Holiday Schedule, Organizational Chart, Library Contact information page (Library hours, phone, e-mail address), Collection Development Policy.

**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:** Motion made to approve minutes of the Feb. 24 meeting. (Karpyn/Sweeney). Motion carried.

**TREASURER'S REPORT:** All agreed that the finances look to be in order. Motion made to approve payment of bills for March 2025. (Hahn/Maginnis) Motion carried.

**STATISTICS:** The Board reviewed statistics and agreed that they look impressive as always. Passport numbers are high and exceeding budgeted amounts. Ms. Karpyn commented that the number of people who come into the Library is amazing. Lots of lost books this month. Patrons pay for lost books, which is passed on to the lending library.

**NEW BUSINESS:** The next meetings of the Ridley Township Board of Commissioners are March 26 (Ms.Karpyn scheduled to attend) and April 23 (Ms. Augustine volunteered to attend), both at 6 PM in Garling Hall. The next DCLB meeting is at 6:30 PM on April 17, both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Quinn volunteered to attend).

**OLD BUSINESS:** Furniture repairs have been done to the teacup chairs and desk drawers, at a total cost of \$756.74. Ms. Murray will meet with carpet suppliers to get proposals to replace worn areas. Ms. Maginnis suggested applying for a Keystone grant to help with the cost. The Township has agreed to fund \$4000 for this project. The carpet in the children's section is in the worst shape. There is an upcoming webinar about the Keystone grant that Ms. Murray will view. Ms. Sweeney asked if we have access to a grant writer, but we do not. Ms. Sweeney also suggested contacting Target as they frequently make donations to the community. Ms. Karpyn asked if someone at a State representative's office would be able to look over the grant application as they can be complicated.

**FUNDRAISING REPORT:** \$887 has been raised so far for our Spring Raffle Basket. This is already the highest amount we have ever brought in for our raffles, and we still have another few weeks to go. Ms. Hahn will check with Stock's mid-April to schedule a fundraiser for September. Ms. Karpyn and Ms. Sweeney will check with Franklin Mint Federal Credit Union to get more information about setting up a Venmo account.

Ms. Sweeney followed up on the Pizza Hut fundraiser e-mail. The local Pizza Hut does not do fundraisers, but she did have success next door at Tanglewood Fire and Smoke. They are interested in doing a fundraiser with us and will give us 10% of sales on a chosen evening. Details to follow.

**LIBRARY DIRECTOR'S REPORT:** Ms. Murray reported that there is a roof leak in the lobby above the water fountains. She is working with the insurance company to get it repaired. She also informed the trustees that she was using an incorrect email address for Debbie Sweeney and asked everyone to check their mailing lists. Ms. Murray also reported that the Friends aid presentation to the library will be at the April 28 board meeting.

**COMMUNICATIONS:** There were no newspaper articles included in this month's meeting packet.

### **PRESIDENT'S REPORT**

Friends Update: \$10 Membership Dues for the Friends was collected from some of the Trustees. If you donated to the Friends on Giving Tuesday that counts towards membership. As the Friends will be presenting their annual donation (\$3,500) to the Library on 4/28, Ms. Maginnis queried Ms. Murray asking if all Friends' documentation was in order with the recent death of their Treasurer. Ms. Murray advised that the VP and Membership Chair had handled everything.

Thank-you notes were sent out to the following on behalf of the Trustees: Enric Rhoads for donating the whaleboat, and Mary Fagan for offering to donate a piano. Ms. Karpyn said she sent another thank you to Steven Schucraft for his generous donation to purchase gift cards for our Spring Raffle.

Emails to Trustees/Director

- March 11 to Trustees and Director on Library Week 4/6 to 4/12 Theme Drawn to the Library
- March 18 to Trustees and Director on awarding of Keystone Grants to Springfield Library \$653,000 and Darby Library \$748,771.50.
- March 19 to Director on attending a webinar and applying for a Keystone Grant for Ridley Library for "Public Libraries Faculties."

**COMMITTEE/LIAISON REPORTS:** Ms. Augustine attended the February 26 Commissioners' meeting and reported that Ms. Hahn was reappointed for another term on the Board. Ms. Quinn and Ms. Cianciarulo were newly appointed as Trustees. Full minutes from the Commissioners' meetings can be found on the Township website. Ms. Quinn volunteered to go to the September 24 meeting. Sign-up sheets for Commissioner and DCLB meetings will be displayed at all Board meetings until slots are filled.

**NEXT MEETING:** The next meeting of the Board of Trustees will be 6 PM on Monday, April 28, in person at the Library.

**BOARD ADJOURNED AT 6:31 PM**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
April 28, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Deborah Sweeney, Lisa Maffei Hahn, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn

**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.

**FRIENDS OF THE LIBRARY PRESENTATION**

Friends Treasurer and Membership Chair Denise Lynch and volunteer MaryBeth Regan presented a check for \$3500 to the Library. The two of them have worked very hard to make this possible and to keep the Friends organization moving along. Ms. Murray presented them with flowers on behalf of Library Staff and Trustees in appreciation and celebration of Volunteer Month.

**MINUTES**

Motion made to approve the minutes of the March 24, 2025 meeting. (Cianciarulo/Karpyn). Motion carried.

**TREASURER'S REPORT**

All agreed that the finances look to be in order. Motion made to approve payment of bills for April 2025. (Sweeney/Quinn) 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 May 28 (Ms. Quinn volunteered to attend) at 6 PM in Garling Hall. In addition, Ms. Sweeney volunteered to attend the July 23 meeting. The next DCLB meeting is at 6:30 PM on June 26th both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Augustine and Ms. Hahn are scheduled to attend). Ms. Cianciarulo volunteered to attend the August 21 meeting, and Ms. Sweeney to attend the October 16 meeting.

**FUNDRAISING REPORT**

Our Spring Raffle Basket brought in a grand total of \$1,948. This is the highest amount by far of proceeds we have ever brought in for any raffle. The Board decided against doing a raffle in December and instead do another next Spring, since this one was so successful. Ms. Hahn verified with the Township that the Fall Festival is scheduled for September 21. She will check back with Stock's in May to schedule a fundraiser with pickup date of September 20. Ms. Karpyn is working on getting Venmo for future fundraisers. Ms. Sweeney received a check for \$350 from Tanglewood for our fundraiser. Tanglewood was very generous, giving us extra credit. Everyone was very pleased with their food. They are willing to do another fundraiser for us. The Board decided October 30 would be a good time for that. Ms. Sweeney also approached Luca's Cucina about a fundraiser and will let the Board know if anything comes of it. Ms. Sweeney also suggested using Survey Monkey to get ideas and feedback from library patrons and the community. She will look into that.

## **LIBRARY DIRECTOR'S REPORT**

Ms. Murray commented that she has sent everyone the draft Emergency Policy. She requested that questions be sent before the May meeting, so she has time to respond and so that trustees are ready to vote on the policy at the June meeting. The Director also reported that staff are planning an after-hours mini-golf program for July 12-13. She also reported the Friends Book Sale is scheduled for June 7, 9 and 10. Any trustees who are able to volunteer can email Ms. Murray. Ms. Cianciarulo offered to help with the sale. Ms. Hahn volunteered to help with leftover books. Ms. Quinn and Ms. Sweeney offered help with disbursement to various locations if needed.

## **COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet.

## **PRESIDENT'S REPORT**

No Smoking Signs: The Trustees agreed to have Ms. Murray purchase "No Smoking" signs to be placed outside the Library Building on the grounds at appropriate places including walkways and garden sections, due to a recent event of mulch catching fire from a patron's unextinguished cigarette. Folsom Fire Company responded to the incident.

Additional Friends membership dues were collected from Trustees.

Ms. Maginnis reinforced the importance of reviewing the Emergency Policy before the May 19 meeting so that any questions can be discussed.

## **COMMITTEE/LIAISON REPORTS**

Ms. Maginnis attended the March 26 Commissioners' meeting, and Ms. Augustine attended the April 23 meeting. Both reported. Sharon O' Connor was appointed as Treasurer at the April meeting. Ms. Karpyn had submitted a question about Closed Captioning and was told that they don't have permission to do that at this time. Full minutes from the Commissioners' meetings can be found on the Township website. Ms. Quinn attended the April 17 DCLB meeting in person and reported. A library documentary is airing on April 29 on PBS. Full minutes from the DCLB meeting can be found on their website.

## **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on Monday, May 19, in person at the Library. Please note that this is a week earlier than usual due to the Memorial Day holiday.

## **BOARD ADJOURNED AT 6:55 PM**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
May 19, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Deborah Sweeney, Lisa Maffei Hahn, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn, Betsy Cummins

**ABSENT:** Judy Augustine, Christine McMenamain

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**

Motion made to approve the minutes of the April 28, 2025 meeting. (Sweeney/Quinn). Motion carried.

**TREASURER'S REPORT**

All the finances look to be in order. All agreed that everything looks good. Motion was made to approve payment of bills for May 2025. (Sweeney/Quinn) Motion carried.

**STATISTICS**

The Board reviewed the statistics and agreed that they look impressive as always. Ms. Karpyn commented that a recent flower pot program she attended was a lot of fun.

**NEW BUSINESS**

The next meeting of the Ridley Township Board of Commissioners is May 28 (Ms. Quinn scheduled to attend) at 6 PM in Garling Hall. The next DCLB meeting is at 6:30 PM on June 26 both on Zoom and in the County Council Room at the Government Center in Media (Ms. Augustine and Ms. Hahn scheduled to attend).

**FUNDRAISING REPORT**

Ms. Karpyn is working on Venmo. Ms. Sweeney said she would like to revisit the next date for a Tanglewood fundraiser and would like to have another fundraiser before October. The Board decided on July 10. Ms. Sweeney will follow up with Tanglewood. She also investigated Nothing Bundt Cakes and Luca's Cucina. Ms. Sweeney asked everyone to think about questions they would like to see on a Survey Monkey survey to be sent out to patrons. Please have questions submitted to her before the end of July. She also suggested when out shopping to ask around about gift certificates that we could use in a raffle. Ms. Sweeney asked if there are form letters available as donation receipts for donors. Ms. Murray has them. Ms. Hahn is waiting for September for a Stock's fundraiser. She will call periodically to check.

**LIBRARY DIRECTOR'S REPORT**

Ms. Murray gave a brief overview of the DCL Automation Policy and reported that the DCLB will be voting on some updates at the June 26 meeting. She reported that there is one after-hours program next month — Quizzo on June 27. Finally, she displayed an example of the "No Smoking" yard signs that were purchased for the library. Ms. Sweeney offered help with disbursement to various locations if needed.

**COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet.

## **PRESIDENT'S REPORT**

The revised/updated Volunteer Sheets were handed out to Trustees for Commissioners' and DCLB Meetings. Additional time slots were filled for the Commissioners' Meetings: Ms. Hahn volunteered for 10/22 and Ms. Karpyn for 11/19. December meeting remains open.

Ms. Sweeney advised she will not be attending the June Board Meeting due to vacation

Reminders: There is no Board Meeting in July. Voting on the Emergency Policy will take place at the June Board meeting. Please send any questions you may have to the Director and copy the other trustees.

Friends Update – The Friends Book Sale will take place 6/7. The Friends group is looking for volunteers to help. Please send an email to the Director if you have availability prior to, during, or after the Book Sale if you are able to help out. Ms. Murray said she has a lead on the possible pick up of unsold books, and will let the trustees know.

More Friends' Membership funds were collected and placed in the Membership Chair's mailbox. Many thanks to Ms. Murray for helping out the Friends by sending out an awesome thank-you letter from the Director for receipt of membership fees. Trustees who already paid acknowledged receiving the letter.

## **COMMITTEE/LIAISON REPORTS**

No meetings were held since our April meeting, so there were no DCLB or Commissioner reports.

## **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on Monday, June 23, in person at the Library. Reminder: No meeting in July.

## **BOARD ADJOURNED AT 6:28 PM**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
June 23, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Lisa Maffei Hahn, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn, Christine McMEnamin

**ABSENT:** Deborah Sweeney, 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**

Motion made to approve the minutes of the May 19, 2025 meeting. (Maginnis/Quinn). Motion carried.

**TREASURER'S REPORT**

All the finances look to be in order. All agreed that everything looks very good. Motion was made to approve payment of bills for June 2025. (Cianciarulo/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 June 25 (Ms. Hahn is scheduled to attend) and July 23 (Ms. Sweeney) both at 6 PM in Garling Hall. The next DCLB meeting is at 6:30 PM on June 26 both on Zoom and at the Government Center in Media. (Ms. Augustine & Ms. Hahn).

The carpets were cleaned. Ms. Murray informed the Board that Ms. Maginnis has suggested we discuss a blanket approval for ongoing cleaning, that we schedule routine cleaning. Estimate is \$1450 to clean all carpets. Floors will cost extra. Ms. Quinn asked if this should be a line item, but Ms. Murray explained it is covered under professional services. Ms. McMEnamin recommended that the Board recognize that it is a recurring expense, a necessary maintenance cost for the library. Motion made to recognize carpet cleaning as an ongoing maintenance expense (Maginnis/Karpyn). Motion carried.

**OLD BUSINESS**

Motion made to approve revisions to Emergency & Safety Policy. (Quinn/Augustine). Motion carried.

**FUNDRAISING REPORT**

Ms. Sweeney is traveling so there is no update on Tanglewood or Luca's Cucina or Survey Monkey. Reminder to submit questions for Survey Monkey by the end of July. Ms. Karpyn has been working diligently to set up a Venmo Account for Trustees' Fundraising. She is attempting to pair the Venmo Account with her printer. Ms. Hahn reported that we were able to get our Sept. 20 pickup date from Stock's Bakery. Receipt of deposit check was confirmed. Emails were sent to inform the Board on 6/3 and 6/20. Our sale will need to be well underway before our next meeting in August. Watch for updates. The Flea Market fundraiser idea was tabled until 2026.

Ms. Murray reported that a library patron who recently opened a salon, would like to donate a spa basket for a fund-raiser. Ms. Maginnis suggested we use the basket as a raffle starting soon, with the winner being pulled at the Fall Festival.

## **LIBRARY DIRECTOR'S REPORT**

The Director thanked the volunteers who worked at the Friends Book Sale. She reported that Museum Key will be active beginning July 1. It is a system to reserve museum passes at all the Delco libraries with the ability to print out a pass at home. It is up to the attraction whether they want to participate in the "print and go" passes. Most of the reference staff have been trained on this new system. After-hours programming in July will be mini-golf sessions July 12 and 13. The Director also reported that the "no smoking" signs have been placed outside the library.

## **COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet, although the Library continues to submit news to various local newspapers.

## **PRESIDENT'S REPORT**

Ms. Maginnis reminded everyone that there is no Board meeting in July. Election of Officers will take place at the August meeting.

Survey Monkey – Ms. Maginnis thanked the Trustees for the submission of their survey questions and comments. Survey will be sent to patrons in the Ridley community to obtain their thoughts and interests related to fundraising and other library events. Ms. Sweeney will be putting the survey together.

BookDrop Bin: Ms. Maginnis queried Ms. Murray on bin status. After a healthy discussion by the Trustees as well as comments Ms. Murray shared from the Friends and staff, Board members agreed not to obtain the bin.

Keystone Grant: Ms. Karpyn and Ms. Maginnis queried Ms. Murray on the status of the grant. The Director and Adult Services Librarian Ms. Shreckengast are working on the submission of grant paperwork for new rugs and possibly furniture. Grant Awards will be announced at the beginning of 2026. Ms. Maginnis informed everyone that there is a new timeline for Keystone grants. After 2026, Keystone Grant awards will occur every other year instead of every year.

Friends Spring Book Sale revenues were \$849.20. Many thanks to all who volunteered.

Brain Institute of Pennsylvania: Considering the recent tragic scooter event involving two Ridley Township students, Ms. Maginnis informed the Board that the Brain Institute holds public seminars on helmet safety and gives out free helmets. This information was passed on to the Director for a possible program to be held at the library. Ms. Murray will discuss with staff. Ms. Maginnis also asked the Trustees to let the Board know of any other interesting or unique programs that would be beneficial or of interest to the community.

## **COMMITTEE/LIAISON REPORTS**

Ms. Quinn reported on the May 28 Commissioners' meeting. Full minutes from the Commissioners' meetings can be found on the Township website. There was no DCLB meeting held since our May meeting.

## **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on Monday, August 25, in person at the Library.

## **BOARD ADJOURNED AT 6:40 p.m.**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
August 25, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Lisa Maffei Hahn, Deborah Sweeney, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn, Betsy Cummins

**ABSENT:** Judy Augustine, 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**

Ms. Cummins reported that Tax Collector Kevin Jennings is currently out on medical leave.

**MINUTES**

Motion made to approve the minutes of the June 23, 2025 meeting. (Maginnis/Karpyn). Motion carried.

**TREASURER'S REPORT**

All agreed that the finances look to be in order. Ms. Sweeney and Ms. Murray will meet to discuss. Motion was made to approve payment of bills for July and August 2025. (Sweeney/Quinn) Motion carried.

**STATISTICS**

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

**NEW BUSINESS**

The next meeting of the Ridley Township Board of Commissioners is August 27 at 6 PM in Garling Hall (Ms. Augustine is scheduled to attend). The next DCLB meeting is at 6:30 PM on October 16 on Zoom and in the County Council Room at the Government Center in Media. (Ms. Sweeney is scheduled to attend).

**OLD BUSINESS**

Election of Officers: Motion made to retain Ms. Augustine as Vice President (Karpyn/Maginnis). Motion made to retain Ms. Maginnis as President, Ms. Hahn as Secretary, and Ms. Sweeney as Treasurer. (Quinn/Sweeney). Motion carried.

**FUNDRAISING REPORT**

Ms. Sweeney reported that we do not yet have the numbers from the Tanglewood fundraiser. The spa basket has brought in \$29 to date. So far, we have sold twenty-three cakes for the Stock's fundraiser. Ms. Cummins will reach out to Ms. McMenamain to see if we can post the fundraiser on the school website. Ms. Hahn asked that everyone share the Stock's fundraiser information on social media and with family and friends. Response has been slow possibly due to summer vacations. Ms. Murray asked when we should stop taking orders. Sale was extended to September 8. Ms. Sweeney is putting together a raffle basket for Thanksgiving with a bundt cake a month, turkey platter, and other things. Ms. Cummins suggested adding gift cards. Ms. Murray offered to donate Prosecco. Ms. Karpyn suggested children's books, but the Board decided to gear items towards adults. Ms. Sweeney and Ms. Karpyn will work on the basket and have it ready by the Fall Festival (9/21) so we can begin selling chances. Winner to be pulled 11/21.

Motion made to adopt VENMO as a method of payment for fundraisers. The trustees thanked Ms. Karpyn, who set up the account, and who will be responsible for the Venmo reporting to the trustees as well as having funds placed in the fundraising library account. She was advised that if at any time in the future Venmo was becoming too much for her or if she didn't wish to continue with this mobile payment to let the trustees know. (Sweeney/Maginnis). Motion carried.

All board members agreed to move forward with the Fall Festival bake table and expect to be present at the festival. Ms. Maginnis reminded the Trustees to wear their library shirts if they have one.

Questions for Survey Monkey were discussed. Ms. Sweeney will send out a revised list for comment.

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

The director said she had emailed the trustees revisions to three policies: Social Media, Computer Use Code of Conduct, and Record Retention Schedule. She asked the trustees to approve the new versions at either the August or September meeting. The board voted 8/25 to approve the revisions. (Maginnis/Quinn)

The director requested that the spending cap of \$250 be either eliminated or increased. The cap affects one-time purchases that were not budgeted. The board voted to increase the cap to \$2,000. (Karpyn/Sweeney)

Ms. Murray reported that there was a break-in at the library on Saturday 8/16 at around 4 PM. Teens found a way to unlock the door to the lobby. They tried but could not get further than the lobby. The police were called and a report made. The director said this is another incident that points to the need for more security camera coverage inside and out. She has a proposal from Piotti Solutions for about \$25,000 for more cameras and an updated operating system. The board voted to use the 2017 \$20,000 bequest from Jayne Phillips for security cameras. (Maginnis/Karpyn) The Director and Trustees agreed to purchase a plaque in her honor.

Additionally, the director reported that the batteries powering the emergency lights burned out, and the lights are not functioning. The Township has ordered new batteries and will install. Also that the Friends would not be having a book sale at the September Fall fest.

### **COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet, although the library continues to submit news to various local newspapers.

### **PRESIDENT'S REPORT**

- Trustees ratified their email vote to close the Library at 5 PM on 8/11 for National Nite Out.
- Ms. Murray will submit an order for library golf shirts, as inventory is low and both staff and trustees are in need of shirts.
- Thank-you notes were sent to Karah Beauty Spa for donating a Raffle Basket, currently being chanced off in the Library (Pull date 9/21) and to Nothing Bundt Cakes for their donation toward an upcoming Fall Raffle.
- The Keystone Grant is on hold at present. Ms. Murray and Ms. Shreckengast attended an informational webinar. Notification will be sent when the grant re-opens.
- Ms. Murray is working on arranging a program possibly with the County, the Township or just internally at the Library regarding helmet and pedestrian safety awareness.
- The following two documents will be revised by the Director and sent to the Trustees: a Policy List for the trustee binders, and Library Policy Review Schedule.
- Museum Key is up and running as of July. Ms. Murray said response from patrons has been positive.

### **COMMITTEE/LIAISON REPORTS**

Ms. Hahn and Ms. Sweeney reported on the Commissioners' meetings of June 25 and July 23. Full minutes can be found on the Township website. Ms. Hahn and Ms. Cianciarulo reported on the DCLB meetings of June 26 and August 21. Full minutes can be found on the DCL website.

### **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on Monday, September 22, 2025, in person at the library. Fall Festival is September 21. Ms. Hahn reported that she will miss the 12/1 meeting.

### **BOARD ADJOURNED AT 7:45 PM**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
September 22, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Lisa Maffei Hahn, Deborah Sweeney, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn, Betsy Cummins, Christine McMenamain.

6:03 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**

Motion made to approve the minutes of the August 25, 2025 meeting. (Sweeney/Cianciarulo). Motion carried.

**TREASURER'S REPORT**

All agreed that the finances look to be in order. Motion was made to approve payment of bills for September 2025. (Quinn/Karpyn) Motion carried. Ms. Maginnis asked Ms. Karpyn to report to the Trustees the monies recorded through the Venmo account for library fundraising activities on a weekly basis just as she was doing with cash amounts on raffles. A monthly report will be given at each board meeting. Ms. Karpyn gave checks to Ms. Murray at this meeting for all funds to date.

**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 on September 24th (Ms. Quinn is scheduled to attend) and October 22<sup>nd</sup> (Ms. Hahn is scheduled to attend) both at 6 pm in Garling Hall. The next DCLB meeting is at 6:30 PM on October 16th both on Zoom and in the County Council Room at the Government Center in Media, PA (Ms. Sweeney is scheduled to attend).

**FUNDRAISING REPORT**

Wrap-up for our fundraising table at Ridley Township Fall Festival on September 21 was discussed. Craft Table Vendor Fees pulled in \$980, but Trustees voted to refund a patron her \$35 fee due to illness. Venmo was a big hit at the festival. Ms. Karpyn and Ms. Maginnis reported Fall Festival revenues through an email dated September 21 on cake bake, fall raffle and Stocks pound cakes. During the festival, Ms. Quinn and Ms. Cianciarulo filled a cart with baked goods, Stocks slices, cakes and the Thanksgiving raffle basket and walked through the vendor area. This strategy was very successful, as many vendors who were unable to leave their tables were able to purchase bake table goods and raffle chances. Many paid via Venmo. Ms. Hahn distributed a summary of the Stocks Fundraiser: 144 cakes were purchased, 88 were sold via presale, 4 used for slices, 5 were sold prior to Fall Fest, 34 were sold at the Fall Festival. Thirteen cakes remain to be sold (two of which were sold at the meeting). Ms. Murray was confident the rest would sell at the Library. Six cakes were donated for slices. In all, 80 slices were sold at the festival (8 slices each from 10 cakes). Once all cakes are sold, our Stocks profit will be \$1224. Fall Raffle – Ms. Sweeney will be handling cash revenues from the Fall Raffle, giving Trustees a weekly update. Ms. Karpyn will update us on Venmo monies. Summer Spa raffle revenues in the amount of \$42 were reported via e-mail and at this meeting.

**LIBRARY DIRECTOR'S REPORT**

Ms. Murray reported that she had received a draft of the 2024 audit report and would forward to the president and treasurer. She asked trustees to let her know if anyone else wished to read the draft.

She said she had received a proposal from Spider Net regarding Wi-Fi in the library. The proposal was for \$32,000 and also included new phones, phone service, bookkeeping hardware and software, and monthly security scans. Ms. Murray expressed her concern about the \$1700 monthly fees. After some discussion it was decided the director will get additional proposals.

She reported that the Library Foundation of Delaware County had awarded the library a \$500 grant for museum passes. Also, the cost for the Please Touch Museum, sponsored by the Trustees, had gone up from \$300 to \$500 beginning in October.

Ms. Murray informed the board that her workload running the library does not allow for her to write the Keystone Grant. She had checked with the Township about a grant writer, and that was not an option. After some discussion it was decided that the director would check with Peg Whelan and Lauren Contino at the Township about a grant writer.

The director said that Kathy Ferguson had resigned her position as PT Reference Librarian. The position was advertised to all DCL staff via email, and a new librarian was hired. She begins Oct. 15.

Also, she requested board approval to reimburse one of the Fall Fest vendors who could not attend due to food poisoning. (Maginnis/Quinn) Unanimous approval.

## **COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet, although the library continues to submit news to various local newspapers.

## **PRESIDENT'S REPORT**

Survey Monkey -- There was a brief discussion on Survey Monkey. Ms. Sweeney will update the Board at the next meeting with the results from the Trustees input for dissemination to appropriate outlets.

Fall Festival Library Table -- Lots of patrons asked questions about the Library and were referred to the library table for their expertise. This was the first time there was a Library table manned by staff at the festival. Ms. Maginnis asked Ms. Murray if she would consider having the Library Table moving forward. She thought it would be a great idea. Ms. Maginnis also asked Ms. Murray about the number of Library Cards issued at the Library table that day. Ms. Murray will get that information for the Board.

Thank-you cards were sent out to the following: Philly Pretzel Factory \$25 gift card, Tanglewood \$25 gift card and 5 sauces, Joshua Terry \$30 Enameled bakeware; will send one to Ellen Dine for Christmas box with Christmas goodies.

## **COMMITTEE/LIAISON REPORTS**

There was no Commissioners or DCLB meeting to report on.

## **NEXT MEETING:**

The next meeting of the Board of Trustees will be at 6 PM on Monday, Oct. 27, in person at the library. There is no meeting in November. Ms. Hahn will miss the Dec. 1 meeting. Ms. Sweeney volunteered to take minutes in December.

## **BOARD ADJOURNED AT 6:35 p.m.**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
October 27, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Lisa Maffei Hahn, Deborah Sweeney, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn

**ABSENT:** Betsy Cummins, Christine McMenamain

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**

Motion made to approve the minutes of the September 22, 2025 meeting. (Sweeney/Quinn). Motion carried.

**TREASURER'S REPORT**

All agreed that the finances look to be in order. Motion was made to approve payment of bills for October 2025. (Karpyn/Sweeney) 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 on November 19 (Ms. Karpyn is scheduled to attend) and December 17 (Ms. Augustine) at 6 PM in Garling Hall. The next DCLB meeting is at 6:30 PM on December 18 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). Ms. Maginnis asked Ms. Murray to send library highlights as usual for Ms. Augustine and Ms. Hahn to share in person at the December 18 meeting.

Ms. Karpyn asked who would attend the November 19 Trustee Training (two Trustees must attend to qualify the library for county funding). Ms. Quinn has volunteered and registered during this meeting. Ms. Maginnis will attend via Zoom if no one else volunteers.

Motion made to approve the 2026 Holiday Schedule (Hahn/Karpyn). Motion carried. Motion made to approve the 2026 Board of Trustees Meeting Schedule (Maginnis/Cianciarulo). Motion carried. Motion made to approve the Proposal from Piotti Solutions to add six access points to improve Library WiFi coverage (Augustine/Sweeney). Motion carried. Motion made to approve adjusting Library hours to close early (5 PM) on 12/2 or 12/3 (rain date) for the Township Tree Lighting (Quinn/Hahn). Motion carried. Motion made to approve adjusting Library hours to close early (1 PM) on 12/12 for the staff holiday lunch (Quinn/Maginnis). Motion carried. Ms. Maginnis asked Ms. Murray to include these early closings in the Library newsletter and in the Library highlights for the Commissioners' meeting.

Ms. Hahn asked if the library would consider looking into a pool pass for next year, to be included with the museum pass offerings. She stated that many people posted on social media over the summer months, asking if anyone knew of any outside pools that had day passes. Local pools do not offer day passes in this area. Swarthmore Library offers a day pass for a pool – could we do the same? Ms. Murray said that library staff had tried in the past with no luck, but we can revisit this. Ms. Quinn stated she will check with Ridley Park Swim Club to see if it's a possibility. Ms. Sweeney suggested looking into Ridley Y or the high school pool.

## **FUNDRAISING REPORT**

The Tanglewood event and Fall Raffle fundraisers were discussed. No update on Tanglewood. Fall Raffle proceeds are growing; drawing is November 21. The remaining Stocks pound cakes have been sold. Ms. Maginnis, Ms. Sweeney, and Ms. Hahn attended the bingo event at the Aston Library to research and bring ideas back to discuss (unfortunately no winners!). Ms. Maginnis sent a thank you to Aston Library Director Stephen Sarazin for sharing information and insights on their bingo process. Discussion took place on our potential bingo event for 2026. We will discuss further at the January meeting to begin working out details. Ms. Sweeney will rework the Survey Monkey questions to concentrate on the bingo event. She will present the final version to the Trustees for approval. Once approved, Ms. Murray can incorporate the survey information in the Library Newsletter.

## **LIBRARY DIRECTOR'S REPORT**

The director reported that the library has hired a new PT Reference Librarian — Janine Waters, who comes to RT with great experience, including reference work at the Marple Library, and Neumann College. The next hire will be for circulation. She also reported that the county library system is having a Period Products drive, and asked trustees to bring items to the library.

Ms. Murray further reported that the Friends Book Sale will be May 16, 2026. She passed on information about the Township Christmas Party and asked trustees to RSVP directly to Patty Brandis at the Township. She is working on the 2026 budget and policy updates.

## **COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet, although the library continues to submit news to various local newspapers. Ms. Murray commented that the Library has a very healthy social media presence, which is how most communications are viewed these days.

## **PRESIDENT'S REPORT**

Ms. Maginnis asked Ms. Murray to include in the Library newsletter and the Library highlights for the Commissioners' meeting a note that the new High Tech Security System was paid for with a Bequest.

Board Officers asked for documentation giving a detailed breakdown from Piotti Solutions substantiating the \$25,112.47 invoice for the Library's Security System. Moving forward invoices will include this information.

Depending on budget submission and as all trustee's votes are important on this topic, Ms. Maginnis stated a trustee's vote in absentia may be requested.

The following informational emails were sent to Trustees by the President for transparency/education:

- Yearly COLA's for Staff (back to 2018)
- Trustee attendance at the Yearly Trustees Training Sessions back to 2018 -- State and County Mandatory Training required to secure county funding
- Yearly revenues netted for library for Giving Tuesday initiated by Friends ( back to 2022)
- Trustee 2025 Fundraising revenues through current date (2 more upcoming fundraisers to be included)
- Information on Aston Bingo

Ms. Maginnis queried Ms. Murray on the following:

- The number of library cards issued at the Fall Festival: 10
- Status of the Helmet Safety Program possibly working in conjunction with Township, County, Staff, Brain Institute: work in progress
- Asked the Director to consider a request made by the President to ask for an increase to the annual Township appropriations to the Library budget to aid with the Library's increasing costs to operate library efficiently and safely while keeping all equipment current and appealing (including furniture and rugs). Ms. Murray will work on a presentation to the Commissioners for the 2027 budget.
- Asked Director to send Township Christmas Party invitation to all Trustees. RSVP is due 11/21.

**COMMITTEE/LIAISON REPORTS**

Ms. Quinn and Ms. Maginnis reported on the September 24 Commissioners' meeting. Ms. Hahn reported on the October 22 Commissioners' meeting. Full minutes from the Commissioners' meetings can be found on the Township website. Both Ms. Sweeney and Ms. Karpyn zoomed the 10/16 DCLB meeting. Ms. Sweeney gave an update which concentrated on budget issues. Ms. Karpyn also touched on some topics. Full minutes from the DCLB meetings can be found on their website. The 2026 Commissioner Meetings List and 2026 DCLB Meetings List for Trustee Sign-Ups will be furnished as soon as they are made available.

**NEXT MEETING**

The next meeting of the Board of Trustees will be at 6 PM on Monday, 12/1 in person at the library. There is no meeting in November. Ms. Hahn will miss the 12/1 meeting. Ms. Sweeney volunteered to take minutes.

**BOARD ADJOURNED AT 6:47 PM**

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

**MINUTES OF THE BOARD OF DIRECTORS  
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER  
December 1, 2025 -- Meeting held in person at the Library**

**ATTENDANCE:** Diane Maginnis, Donna Murray, Judy Augustine, Deborah Sweeney, Judy Cianciarulo, Michele Karpyn, Jennifer Quinn, 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 on Township plans to close firehouses, some of which are facing funding challenges.

**MINUTES**

Motion made to approve the minutes of the October 27, 2025 meeting. (Karpyn/Cianciarulo). Motion carried.

**TREASURER'S REPORT**

All agreed that the finances look to be in order. Motion was made to approve payment of bills for November 2025. (Augustine/Maginnis). Motion carried.

**STATISTICS**

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

**NEW BUSINESS**

The next Ridley Township Commissioners Meeting is Dec. 17 at 6 PM at Garling Hall. (Ms. Augustine scheduled to attend). The next DCLB Meeting is 6:30 PM on Dec. 18 in the County Council Room at Government Center in Media, and on Zoom. (Ms. Augustine & Ms. Hahn are scheduled to attend).

Another healthy discussion on the proposed budget for 2026 with all questions and concerns being addressed by the Trustees and the Director. (Karpyn/Cianciarulo) Budget unanimously approved. Regarding voting in abstentia for the budget, the Director reported that her research indicated we should not allow voting in abstentia. Ms. Maginnis will research further and advise.

**FUNDRAISING REPORT**

Ms. Maginnis was able to secure a donation from FMFCU and was informed their donation will be a great fundraiser for the library and can be used as a standalone raffle or whatever the Trustees decide on. Ridley Park Pool will donate day passes this summer.

Ms. Murray will discuss ideas with her staff but the main priority of the Library Staff at present is replacing the carpet in the library. Trustees expressed the hope that the Township will still contribute toward this project. It was decided to discuss the possibility of a bingo fundraiser in January when Ms. Hahn would also be present. Trustee Fundraising pulled in almost \$5,000 for FY2025.

**LIBRARY DIRECTOR'S REPORT**

The Director had two items – The Library Foundation of Delaware County will dissolve to become a donor advised fund to the County Foundation. This should not affect grants to libraries for museum passes and other support. A County Library Committee is planning a Legislative Breakfast March 6 at Middletown.

## **COMMUNICATIONS**

There were no newspaper articles included in this month's meeting packet, although the library continues to submit news to various local newspapers.

## **PRESIDENT'S REPORT**

TD Bank on MacDade Blvd plans to close its doors on January 29, 2026. It's part of their plan to reduce its physical footprint and focus on digital banking.

### **Other items:**

- Ms. Maginnis is waiting for a response back from the Aquatic Swim Club Board of Directors representative for pool passes for the library.
- Ms. Quinn will follow up with Ridley Park Swim Club about specifics regarding the pool passes (number of adults/children per pass). Ms. Maginnis suggested a raffle for the passes. The director will discuss with staff.
- Ms. Sweeney got approval from Trustees, after making a small change, to proceed with the Survey Monkey survey, which will be shared with patrons in the monthly newsletter. Ms. Sweeney will send a link to the director for the newsletter and Facebook. The survey will have a time frame for responses.
- Email sent to Director requesting a list of museum passes with the following information: cost, usage, purchased by/donated by, date added to inventory, physical pass or print-and-go, date taken out, reason, etc. Also a listing of Library of Things Inventory with same information.

### **Other emails sent by President to Trustees**

11/22 Certificates of Deposit

11/22. Pop up Book Sales

11/22 Breakdown/total of 2025 Trustee Fundraising

11/22 TD Bank Closure

12/1 Ideas for Fundraising revenues

## **COMMITTEE/LIAISON REPORTS**

Ms. Karpyn attended the October 19 Commissioner's Meeting. Full minutes can be found on the Township website.

## **NEXT MEETING:**

The next meeting will be 6 PM on Monday, Jan. 26, 2026, in person at the library

## **BOARD ADJOURNED AT 7 PM.**

Respectfully submitted by:

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Deborah A. Sweeney, Board Member, RTPLRC