

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
April 22, 2024 -- Meeting held in person at the Library**

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

ABSENT: Debbie Sweeney, Edna Fury, Betsy Cummins, Christine McMenamin

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

A revised Trustee contact list and library logo note cards were distributed.

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 from March 25, 2024 (Augustine/Karpyn). Motion carried. Ms. Whitehouse later suggested that the word “which” be removed in the seventh paragraph, fifth line of the President’s Report.

TREASURER’S REPORT

In the absence of a treasurer, Ms. Murray reported that all the finances look to be in order. All agreed that everything looks good. Ms. Whitehouse asked what constituted “professional services”. Ms. Murray stated that category includes such expenses as the auditor, cleaning, locksmith, and more. Motion was made to approve payment of bills for April 2024. (Maginnis/Augustine) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look impressive as always. Ms. Karpyn said it was nice to see the photos that were included in the meeting packet.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is April 24 at 6 PM in Garling Hall (Ms. Karpyn is scheduled to attend). The next DCLB meeting is at 6:30 PM on June 20 both on Zoom and at the Government Center in Media (Ms. Augustine and Ms. Hahn are scheduled to attend).

FUNDRAISING REPORT

The raffle donated by Let There Be Rock School is underway and doing well. Ms. McMenamin was able to post it on the RT school website – the link was sent to all Board members. As of April 18, the raffle proceeds are \$335. Please continue to share. Drawing is May 10. Ms. Maginnis will check with Ms. Cummins regarding advertising the raffle on Ridley Township’s Government channel. Ms. Maginnis sent a thank-you to Ms. Koway for procuring the donation, and to Let There Be Rock school for the donation.

The Stocks sale is registered. Stocks Bakery will contact Ms. Hahn later in the year for specifics.

LIBRARY DIRECTOR’S REPORT

The Director reported that she is working on a timeline to review all library policies. The first one on the list is the Circulation Policy, which will be sent to the trustees for review and comment in the next couple days. Ms. Maginnis has already advised Ms. Murray of her comments and asked all Board members to review the policy before the next meeting. Also, Ms. Murray stated that the meeting packets will

occasionally include pictures from children's programming. After some discussion, Ms. Murray said she will clarify with Ms. Longbottom about photo release forms.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

Status Updates: Ms. Murray confirmed that gray Library shirts have been ordered for Ms. Fury, Ms. Karpyn, Ms. Sweeney, and newly hired library staff. Ms. Maginnis asked Ms. Murray to make business cards for the newer Trustees. Ms. Murray asked all Board members to let her know if anyone needed business cards. Ms. Maginnis will check in tomorrow with Ms. Fury to make sure all is well and update Trustees as she was not able to attend meeting. Congrats were sent to Anny Laepple for being promoted to Director of DCLB.

Ms. Maginnis suggested that moving forward to save money and paper, we eliminate the sign-in sheet. Motion made for verbal roll call at future meetings. (Karpyn/Hahn). Motion carried.

Meeting updates: Commissioners: Ms. Karpyn volunteered for the 10/23 meeting; Ms. Augustine volunteered for 11/20 if no one else can attend. Ms. Maginnis will check with Ms. Sweeney regarding her attendance at this meeting. DCLB: Meetings for the remainder of year have all been scheduled. However, Ms. Maginnis will check with Ms. Sweeney on her attendance at the 12/19 Meeting as Ms. Augustine and Ms. Hahn are currently scheduled for two meetings.

Timeline for Library Policies: Ms. Maginnis gave kudos to the Director for tackling this project. Comments from Ms. Tobin and Ms. Maginnis were conveyed to Ms. Murray after review. Moving forward, all Library Policies will be reviewed, and revisions made where needed. If no changes are needed, they will still need to be approved and will receive a new review date.

Opioid Crisis Support Kits for Public Libraries: Ms. Murray and Ms. Maginnis want to be mindful of this issue moving forward. Ms. Maginnis forwarded an email to the Director on 4/4 from Web Junction which is a Library Learning Resource. Web Junction has developed an Opioid Crisis Kit for Public Libraries. Ms. Maginnis thought it was important to bring this information to the Director's attention as it would be an important resource to have and to help our community.

COMMITTEE/LIAISON REPORTS

Ms. Karpyn reported on the DCLB meeting and the discussion about the consultant's report. She attended in person. Full minutes from the DCLB meetings can be viewed on their website. There was no report from the Commissioners meeting. Full minutes from the Commissioners meetings can be viewed on the Township website.

NEXT MEETING:

The next meeting of the Board of Trustees will be Monday, May 20, 2024, in person at the Library.

BOARD ADJOURNED AT 6:50 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC