

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
Aug. 26, 2024 -- Meeting held in person at the Library**

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

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 from June 24, 2024. (Augustine/Karpyn). Motion carried.

TREASURER'S REPORT

In the absence of a treasurer, Ms. Murray reported that all the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Ms. Karpyn asked about the big difference in electricity charges. Ms. Murray explained that electric and insurance charges were for two billing cycles. Motion was made to approve payment of bills for August 2024. (Fury/Hahn) 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 August 28 at 6 PM in Garling Hall (Ms. Fury scheduled to attend). The next DCLB meeting is at 6:30 PM on October 17 both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Whitehouse is scheduled to attend). Ms. Murray reminded the Board that Zoom attendance counts, but you must remember to register.

OLD BUSINESS

Election of Officers: Ms. Maginnis asked if there was any interest among Board members to serve as officers. Ms. Sweeney is willing to serve as Treasurer (currently vacant). All current officers are willing to continue in their roles if there is no other interest. There was not. Motion made to add Ms. Sweeney as Treasurer (Maginnis/Karpyn) and retain the current officers: President-Ms. Maginnis (Augustine/Whitehouse), Vice President-Ms. Augustine (Maginnis/Fury), Secretary-Ms. Hahn (Maginnis/Whitehouse). Motions carried.

FUNDRAISING REPORT

Ms Sweeney spoke on the mum fundraiser. Five colors are available. Our cost is \$7. Free delivery for sales of \$600 or more. The Board decided to move ahead, charging \$12 each or 3 for \$30. Delivery on October 5. Ms. Sweeney will design an order form. Library staff will design a flyer and post.

Ms. Sweeney also spoke about a local establishment that has music bingo in case we want to consider a similar event.

The Stocks sale is moving along. The deadline is approaching. We still have not met our minimum but will discuss after the deadline on whether we will buy extra to meet the minimum.

LIBRARY DIRECTOR'S REPORT

The director informed the board that after-hours programming this fall includes Sensory Inclusive Story Times on Tuesdays at 9 AM (before the library opens), and a jigsaw puzzle contest on Friday 9/20 at 6:45.

She reported that the DCLB voted to increase printing costs to 20 cents (from 15) for B&W copies and prints, and 30 cents (from 25) for color. Flyers are in the library informing the public of this decision.

Two Friends volunteers are working weekly to organize the book sale scheduled for 9/15 at the Fall Fest. Parks & Rec will deliver tables for the library to use that day.

She also said she is working on the Emergency Policy and hopes to have a draft to the trustees before the next meeting.

COMMUNICATIONS

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

PRESIDENT'S REPORT (Diane Maginnis)

DCLB

(1) Glenolden Library is forfeiting their State Aid in the amount of \$25,189. The DCLB voted at the 8/15 Meeting to authorize an even distribution among remaining Delco Libraries. Check to be processed 9/13.

(2) DCLB voted at the 8/15 meeting to authorize an increase in printing costs as Director noted in the Director's Report and Board Meeting.

(3) Anny Laepple (DCLB President) confirmed in an 8/26 email to the Board President (forwarded to Trustees on 8/26) that DCLB Meetings Attendance Requirements run from July to July each year and only one meeting can be missed by Trustees during this timeframe. Once the second meeting is missed, the individual library forfeits their County Aid. There was a discussion on a plan to ensure attendance at these meetings so funds are not forfeited. Perhaps schedule two people to attend, and/or if scheduled person is unable to attend, please notify the Board so that we can send someone else.

Draft of Emergency Policy -- The Board President gave her suggestions to the Director for possible inclusion in the finalized policy that will be presented to Trustees for approval. It's still a work in progress with final concurrence by Fire, EMTs and Police.

County Aid -- The Board President signed off on County Aid on 7/31. Information will be sent to Trustees in September as it is every year.

Audit -- The Audit was finalized and sent to the Trustees in a 7/31 email. The library was notified on 8/2 that our Auditor is dissolving his business. Ms. Maginnis suggested that the Director look into auditors who work with nonprofits. The Director is researching and will present 3 estimates to the Trustees.

COLA -- CoLa for 2025 is scheduled to be announced on 10/12 and expected to be between 2.7 to 3.2%.

PayPal -- The Library PayPal account was closed 7/29 and balance of funds requested. PayPal is sending the Library's balance (\$2,400.) The Director will distribute this amount on Data Lines in the financials under fines/contributions and noting accordingly.

Venmo -- The Director will research if the Library can piggy back off of the Friends' PayPal account. This will be challenging due to accounting practices by both the Trustee Treasurer and Friends' Treasurer which are required to ensure any monies pulled in go into the proper account - Friends, Trustees and Library.

Back-Up Plan -- Ms. Maginnis suggested to Director and she agreed that we have a plan in place when Library closes early due to a Township Event and then the event is moved/cancelled and the Library remains closed. This was evidenced with the recent Township Nite Out being moved to inside high school due to weather forecast. We also close early for the Township on Movie Night and Tree Lightning. There was a discussion on how to better handle a scenario like this moving forward.

Trustee Fundraising -- Moving forward all accounting for Trustee fundraising will be completed by Trustees. The Library staff has always been greatly helpful in the Trustees' endeavors but continues to be busy with their daily duties, including passport processing. Library will still help in other ways as needed.

Ms. Maginnis mentioned that a Magnetic Fishing Pole was added to the Library of Things. A comment was made that a Cricut Machine would be a great addition to our Library of Things.

COMMITTEE/LIAISON REPORTS

Ms. Augustine reported on the June 26 Commissioners meeting and Ms. Whitehouse reported on the July 24 meeting. Full minutes from the Commissioners meetings can be viewed on the Township website.

There was no report from the August 15 DCLB meeting. Trustees will need to ensure that we do not miss any meetings for the remaining fiscal year, or we will lose our County funds (see President's Report). Full minutes from the DCLB meetings can be found on their website.

NEXT MEETING:

The next meeting of the Board of Trustees will be Monday, September 23, 2024 in person at the Library.

BOARD ADJOURNED AT 7:15 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC