

**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 McMenamin

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. McMenamin 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:

Lisa Maffei Hahn, Secretary, RTPLRC