

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

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

ABSENT: Christine McMenamin

6:05 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 notified the Board of the sudden passing of Linda Warrington, a long-time employee of the Township Administration Office.

MINUTES

The minutes from the October 23, 2023, and December 4, 2023 Board meetings were reviewed. Motion made to approve both sets of minutes (Augustine/Maginnis). Motion carried.

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. Motion was made to approve payment of bills for December 2023 and January 2024. (Augustine/Karpyn) Motion carried.

STATISTICS

The Board reviewed the statistics and agreed that they look impressive as always. Ms. Karpyn commented on how high the numbers are for passports. Ms. Murray agreed and stated that the passport service is a lot of work but benefits the Library and the community.

NEW BUSINESS

The next meeting of the Ridley Township Board of Commissioners is January 24 at 6 PM in Garling Hall (Ms. Karpyn volunteered to attend). The next DCLB meeting is at 6:30 PM February 15 on Zoom and in the County Council Room at the Government Center in Media. (Ms. Maginnis is scheduled to attend).

Ms. Maginnis presented the updated listings of Commissioner Meetings and DCLB Meetings with attendees which were emailed January 22 to the Trustees. More Trustees volunteered and revised listings will be emailed. Ms. Whitehouse has scheduling conflicts on Wednesday evenings but will check her calendar. Ms. Hahn asked if the lists with scheduled attendees for the Commissioners meetings and DCLB meetings could be sent out as Word documents. Ms. Murray will update the lists and send out.

FUNDRAISING REPORT

Fundraising proceeds from 2023 were discussed. The holiday wreath raffle in December did very well. Ms. Hahn asked Board members about another Stock's pound cake sale. All agreed that we should have another sale to coincide with the 2024 Fall Festival and should order more cakes to be sold as slices at our bake table. Ms. Hahn will contact Stock's Bakery to get on the fundraiser list for September.

Ms. Cummins informed the Board that the Commissioners have approved a Spring Flea Market, if Board members want to hold one. There has not been a Township Flea Market since the construction started on the current library building. The Board would be responsible for coordinating it. It was suggested that

if we have this event, we could coincide with the Spring Book Sale. There was discussion on all of the responsibilities we would undertake for such an event (selling spots, organizing the event and all that it entails, bathrooms, trash, cost, setup, etc.). The trustees agreed to think it over for discussion at the next meeting. Other fundraising possibilities were discussed.

LIBRARY DIRECTOR'S REPORT

The Director demonstrated Tonieboxes, which are a new item that patrons can borrow. A figurine sits atop an audio box and tells stories and sings songs to children. The library has purchased eight Toniebox kits and additional figurines. Themes include Disney, Dr. Seuss, superheroes, bedtime, and more. She congratulated Ms. Longbottom on finding and purchasing the Tonieboxes, which are proving to be very popular.

Ms. Murray also relayed that DCL has received 15-20 applications for the vacant Executive Director position and is putting together a hiring team. Also, there will be updates to the DelcoReads app to be unveiled during National Library Week; and libraries will be getting new fax machines.

Ms. Maginnis added two items to the Director's Report to show transparency to the Trustees and make them aware of them, if they were not already.:

- Denise Lynch has returned to the library for individual computer tutoring. She is also VP and Membership Chair for the Friends. Denise is volunteering her time to teach the Computer Classes at the Library as she did prior to the Covid restrictions. Kudos to Denise for doing this. She is amazing and very much appreciated.
- There were two part-time employees who resigned. The Director has filled one position as of today. The vacant part-time Reference Librarian will be filled. Ms. Maginnis asked Ms. Murray to update the Organizational Chart when the second position is filled, to reflect both new hires.

COMMUNICATIONS

Copies of newspaper articles featuring Library events were reviewed by the Trustees. Advertising of meetings is done by the Township. Short discussion on the Spirit local newspaper.

PRESIDENT'S REPORT (Diane Maginnis)

The annual Trustee Contracts were handed out to be signed. Ms. Maginnis suggested that moving forward, to save costs, the contracts be signed once instead of annually -- when a new Trustee joins the Board. Motion made (Karpyn/Fury). Unanimous agreement.

Ms. Murray asked Ms. Maginnis and the Board if the March 25 Board Meeting could be held via Zoom due to a conflict with an upcoming library program. This is the only date available for the presenter who happens to be a former Jeopardy contestant. Unanimous agreement.

Ms. Augustine and Ms. Maginnis were reappointed as Board members for three more years at the last Commissioners meeting. Ms. Maginnis asked Ms. Murray to update the contact list to reflect their new appointment dates.

Ms. Maginnis reported that there were three Library closures in January due to weather: Tuesday, Jan. 17- closed early at 3PM; Friday, Jan. 20 - closed all day; Saturday, Jan. 21 – opened late at 12 PM.

Ms. Maginnis noted the following items to ensure transparency and ensure that they remain a priority with the Director and the Board:

--The Library's Strategic Plan is in the works. The Director has advised it can be done at any time. Our last Strategic Plan approved by the Trustees was updated through 2020.

--Emergency Preparedness Policy: The Director has this Policy in a draft form; Ms. Maginnis has

submitted her comments. Ms. Murray still needs to meet with Fire, Police and the Township to finalize before presenting the policy to the Trustees for approval.

--2017 Library bequest: At the time the Library received this bequest, the Trustees (some former) had suggested a Marquee Sign for the Library at the top of their Wish List. Pricing research revealed these signs are costly and approvals would be needed. Another suggestion was to convert the Library Quiet Room into a Teen Room and reimagine a new Quiet Room. This bequest was general and not for any specific Library service or Library materials.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis reported on the December 20 Commissioner's Meeting. As previously mentioned, Ms. Augustine and Ms. Maginnis were reappointed for another three years. Full minutes can be found on the Township's Website.

Ms. Maginnis reported that both the October and December DCLB meetings were cancelled, so there is no report on those meetings.

NEXT MEETING:

Next meeting of the Board of Trustees will be Monday, Feb. 26 at 6 PM at the Library.

BOARD ADJOURNED AT 6:55 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC