

**MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
OCTOBER 28, 2024 -- Meeting held in person at the Library**

ATTENDANCE: Judy Augustine, Donna Murray, Lisa Maffei Hahn, Michele Karpyn, Debbie Sweeney, Betsy Cummins

ABSENT: Diane Maginnis, Edna Fury, Ann Whitehouse, Christine McMenamain

6:03 PM Ms. Augustine called the meeting to order. Ms. J. Quinn attended as an observer.

PUBLIC NOTICE OF MEETING

Meeting was published in local newspapers, Township website and Library website.

COMMENTS FROM THE PUBLIC

Ms. Cummins spoke about the Township receiving a request from a family for the Township to revisit a recent traffic study for MacDade Boulevard (see Committee Reports section for more information).

MINUTES

Motion made to approve the minutes from September 23, 2024. (Augustine/Karpyn). Motion carried.

TREASURER'S REPORT

Ms. Murray reported that finances look to be in order and asked if there were questions. All agreed that everything looks good. Motion made to approve payment of Oct. 2024 bills. (Hahn/Sweeney) 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 November 20 (Ms. Sweeney scheduled to attend) at 6 PM in Garling Hall. The next DCLB meeting is at 6:30 PM on December 19 on Zoom and in the County Council Room at the Government Center in Media. (Ms. Augustine and Ms. Hahn are scheduled to attend). Ms. Murray reminded the Board that Zoom attendance counts, but you must remember to register.

The 2025 Board Meeting Schedule was reviewed. Motion made to approve the meeting schedule (Hahn/Sweeney). Motion carried. A draft of the holiday schedule was also distributed but Ms. Murray will consult with the Township before bringing the list to the December meeting for board approval.

FUNDRAISING REPORT

The Board discussed the feasibility of another holiday fundraiser. In the past we have done a tree or wreath filled with gift cards, which usually does very well. After some discussion, motion was made to table this fundraiser until the Spring, as any proceeds will still go to the 2025 budget, and everyone felt that it was too soon after our previous fundraisers (Karpyn/Sweeney). Motion carried. The poinsettia sale idea was also dismissed. Ms. Hahn reviewed the breakdown of the Mum sale, which was also e-mailed to Board members.

LIBRARY DIRECTOR'S REPORT

The Director reported that she is working on the 2025 budget and expects to have a draft soon for the trustees to review and approve at the December meeting.

She also reported that Kim Christensen has accepted the position of Assistant Director and Head of Information Services, effective January 1, 2025. Kate Shreckengast has accepted the position of Adult Services Librarian, effective December 9. Mary Tobin, who retires from her full-time position at the end of the year, will be the part-time Reference Librarian, effective January 1. The director praised all three professionals and stated the library has a strong team of librarians.

Ms. Murray asked for a motion to approve provisionally closing early on Tuesday, December 3 for the Township's Tree Lightning Ceremony. (Sweeney/Karpyn). Motion carried.

COMMUNICATIONS

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

PRESIDENT'S REPORT

Ms. Augustine presented the President's Report as submitted by Ms. Maginnis via e-mail prior to the meeting.

2024 Trustee Fundraising Revenues: On 10/16 an email was sent to Board listing the breakdown of 2024 revenues, totaling \$2,540.50. The Director will think about a wish list of item(s) that she and the staff would like to add to the library that would be outside of the regular budget.

The Library will be closing early on Thursday, December 12 for the staff holiday luncheon.

Friends Organization: The information on the revenues from the Friends' Fall Festival Book Sale is not yet showing in the report as of September. Giving Tuesday is slated for December 3 this year. The Friends organization usually sponsors Giving Tuesday, securing donations for the Library. The breakdown from recent years is as follows:

2021	\$935	4 museum passes purchased for 2022
2022	\$440	No record of what funds were used for in 2023
2023	\$855	Programs Support

Budget 2025: The President is working on suggestions for the draft of the 2025 Budget for the Director. The draft budget will hopefully be available for the Trustees to review and/or approve at the December Board Meeting, including COLA (Cost of Living Adjustment).

The President and the Director spoke on Wednesday, October 16 regarding the following issues:

- 1) New Auditor: Ms. Murray has selected a new Auditor for the Library as our former Auditor (George Fieo) dissolved his company. She has chosen the Auditor that the Township is using. Ms. Augustine has signed off on the paperwork. Ms. Maginnis request that Ms. Murray send her documentation for her file.
- 2) Early Library Closures: The Director stated that the Library did not need to close early on 10/8 (Tuesday) due to staffing issues as previously reported to Board. A staff member stayed past their scheduled time so the Library could remain open. The Library did close early on 10/26 (Saturday) at 1 PM vs. 4 PM for the Township's Trunk or Treat.
- 3) Coordination of County Aid: Ms. Murray advised that she will check with DCLB on sending out the Coordination of County Aid to the Trustees.
- 4) New FMFCU Signature Cards for Officers: Email sent to the Director on 10/16. The Director has initiated the paperwork at FMFCU as we need to delete Ms. Brown and add Ms. Sweeney as Treasurer.
- 5) New Library Employee Staff Chart: The Director will update the Library Staff Chart with names and titles once all staff promotions and changes occur.
- 6) Forfeiture of State Aid: As one of the DCL member libraries we have received our portion of Glenolden's forfeiture of State Aid. The figure is noted in the August financials.

The following items are still in progress for the Director: Emergency preparedness Policy Plan, Teen Space/Library Bequest, Library Lobby Floor and the Strategic Plan.

Trustee Training: IMPORTANT Reminder to all that two Trustees must attend the scheduled training to fulfill funding requirements. Ms. Karpyn and Ms. Sweeney are registered for the next Trustee Training on November 19 at 7 PM. Ms. Hahn and Ms. Augustine have registered as backups if needed. This year's theme is Easy Advocacy All Year Long. Please remember to communicate anytime you are unable to attend a meeting.

COMMITTEE/LIAISON REPORTS

Ms. Hahn reported on the September 25 Commissioners' Meeting. Ms. Murray received many, many accolades on the speech she had given the night before to the Delaware County Association of First-Class Township Commissioners. Everyone was impressed with the services that our Library provides. The October 23 Commissioners' meeting was attended by Ms. Karpyn and viewed by Ms. Maginnis. Ms. Karpyn reported on the meeting. PennDOT did a study on MacDade Boulevard and had proposed a "lane diet". The Township had advised PennDOT that Township residents were against this and the issue was dropped. A grieving family in attendance at this meeting asked that the Township revisit this issue as they felt that the "lane diet" may have prevented an accident involving their loved one. The Township Tree Lighting is scheduled for December 3. Full minutes from the Commissioners meetings can be found on the Township's website. Remaining meetings for 2024 are November 20 (Ms. Sweeney) and December 18 (Ms. Maginnis).

Ms. Whitehouse attended the October 17 DCLB meeting and reported by e-mail on October 28. In her absence, Ms. Hahn gave the report to the Board at this meeting: For Library Card sign up month, there were 25 new library cards and 50 renewed cards from outreach to Fair Acres, Baldwin Towers, & Govt Bldg. Delaware County was well represented at the PA Library Association Annual Conference. Interview & Hiring Best Practices Workshop will be held on October 30, at Marple Public Library. Trustee Training is November 19 at 7 PM on Zoom. The topic is "Easy Advocacy All Year Long." Reminder that two library board members need to attend and must register beforehand.

Ms. Laepple introduced the new Deputy Director and District Consultant, Kathleen Arthur. Each library needs to submit library audits/financial reviews. Plans for use of State Aid is due by October 23. County Coordination Aid (CCA) – DCL receives this from the State. CCA Funds are planned to be used for digital content – DelcoReads app, technology, reimbursement for summer programs and outreach for Head Start, etc. Microsoft Licensing – in the past Microsoft had offered discounts to libraries for this. This year Microsoft has decided that libraries are not eligible for the licensing discount. This has been a huge issue across the county. DCL received four bids to address Microsoft licensing ranging from \$103,000 to \$320,000. They have decided to go with the lowest bidding organization, Computer Solutions.

The 2025 DCLB proposed meeting schedule was approved. Meetings will be the following Thursdays at 6:30 PM, County Council Meeting Room, 201 W Front Street, Media: 2/20, 4/17, 6/26, 8/21, 10/16, and 12/18. Full minutes from DCLB meetings are available on their website.

NEXT MEETING:

The next meeting of the Board of Trustees will be at 6 PM on Monday, December 2. Ms. Hahn will be on vacation, so a volunteer is needed to take the minutes. There is no meeting in November.

BOARD ADJOURNED AT 6:45 PM

Respectfully submitted by:

Lisa Maffei Hahn, Secretary, RTPLRC