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:

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Lisa Maffei Hahn, Secretary, RTPLRC

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

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

ABSENT: Betsy Cummins, Christine McMenamin

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 January 22 minutes (Whitehouse/Karpyn). Motion carried.
Later in the meeting the Board discovered an error in the minutes regarding the dates of Library weather closures. The correct dates are Tuesday, Jan. 16; Friday, Jan. 19; and Saturday, Jan. 20.

TREASURER'S REPORT
In the absence of a treasurer, Ms. Murray reported that all the finances are in order. All agreed that everything looks good. Ms. Karpyn asked about lost book costs. Ms. Murray explained the procedure. Ms. Whitehouse asked about the fines. This is the second year without fines for overdue books. Motion was made to approve payment of bills for February 2024. (Augustine/Hahn) 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 February 28 at 6 PM in Garling Hall (Ms. Maginnis is scheduled to attend). The next DCLB meeting is at 6:30 PM on April 18 both on Zoom and in the County Council Room at Government Center in Media. (Ms. Karpyn is scheduled to attend).

Ms. Fury asked about programs for reading to the blind. Ms. Murray replied that although the Library does not currently have a program for that, if any volunteers want to come and read to blind patrons we can look into it.

FUNDRAISING REPORT
Ms. Hahn called Stock's Bakery to register a fundraiser for September. They will call when they are scheduling for the fall. Ms. Hahn might have a conflict with the Fall Festival, but several Board members offered to help.

Chrissy Koway, a former Board Member, informed the Director and President that Let There Be Rock School will donate a raffle item to us. Ms. Koway also suggested other fundraisers to investigate. Ms. Fury added that we should all keep our eyes and ears open for other fundraising opportunities.

LIBRARY DIRECTOR'S REPORT
The director reported that new keys were needed for all outside doors, as the outside locks had been compromised. After discussions with the board president, the director had engaged Harvey's Lock &

Door for the project at a cost of $3956.90. Ms. Murray said she will keep the trustees posted about progress on this job. Also, the library has hired Kevin Shirley as a part-time reference librarian. He will work Thursday mornings, and as needed to cover the reference desk. The DCLB voted on a new Automation Policy, which includes a provision for electronic record-keeping. This provision will make it easier and more efficient to keep records of new card applications.

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

PRESIDENT'S REPORT (Diane Maginnis)
-Ms. Maginnis completed a fraud questionnaire form on 2/21 for George Fieo the Library's Auditor
-The Library opened late on Tuesday, 2/13 (noon) and Saturday, 2/17 (noon) due to inclement weather.
-Ms. Maginnis forwarded Debbie Sweeney's resume to Ms. Cummins and the Trustees for the vacant Trustee position. Ms. Cummins is confident an appointment will be made at the next Commissioners' Meeting.
-Ms. Maginnis reminded the Board that the Fall Festival is 9/15, with a rain date of 9/22.
-Friends Donation: The Friends group was unavailable for a Board Meeting presentation of their 2024 donation. They will arrange another date with Director. Many thanks to the Friends for all they do.
-Processing Fee for lost books: Ms. Murray will get the Trustees this information.

COMMITTEE/LIAISON REPORTS
Ms. Maginnis reported on the February 15 DCLB meeting: The Bingo License was renewed through January 2025 for member libraries to use. A hold was put on mandatory in-person DCL Board Meetings until all feedback has been received. Members can attend by zoom or in person until further notice. Member Libraries Annual Reports are due March 15. State Aid will be distributed to member libraries with the next DCL payroll run scheduled for the beginning of March. DCL has set up an Interview Committee and an Interviewee List for filling the DCL Director vacancy. Full minutes of the DCLB meetings can be viewed on their website.

Ms. Karpyn reported on the January 24 Commissioners' meeting. Full minutes can be viewed on the Township website.

NEXT MEETING:
Next meeting of the Board of Trustees will be Monday, March 25 on Zoom due a special event in the meeting room.

BOARD ADJOURNED AT 6:53 PM

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
March 25, 2024 -- Meeting held via Zoom

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

ABSENT: Christine McMenamin

6 PM Ms. Maginnis called the meeting to order.

The Board welcomed our newest Trustee, Debbie Sweeney. Ms. Sweeney stated that she is looking forward to meeting everyone and helping however possible.

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 February 26, 2024 (Whitehouse/Karpyn). 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 March 2024. (Augustine/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 March 27 at 6 PM in Garling Hall (Ms. Fury volunteered to attend as no one was scheduled). The next DCLB meeting is at 6:30 PM on April 18 both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Karpyn is scheduled to attend).

FUNDRAISING REPORT
The raffle donated by Let There Be Rock School is underway. The generous donation consists of a guitar, lessons, and stand (Value $420). The flyer was shared with all Board members via e-mail for posting. The Library has posted the raffle on our Facebook page. Please share, share share! Ms. Hahn contacted Ms. McMenamin who will investigate posting the raffle information at the school.

The Fall Festival was discussed. As discussed previously, the Stock's slices sell well. To sell more slices, we will need to donate or purchase more cakes to use for slices. Each cake yields 8 slices. Ms. Sweeney asked about utilizing Venmo for payment. Discussion ensued. Ms. Murray will check with Ms. McMenamin about the feasibility of the Library being part of a school Venmo account.

Ms. Fury asked about having food truck fundraisers. Consensus from the Board was that most food truck events are used to bring customers in for other events and not for profit, but we can investigate. Ms. Cummins mentioned an event held at Notre Dame – perhaps the Board can check with them.

LIBRARY DIRECTOR'S REPORT

The director requested funding for new shelving in the children's section to store educational toys, games and activities that children and their caregivers can use in the library. The request is for two units at $619 each before shipping charges. (Maginnis/Fury) Motion carried.

In other items, the director reported that she and key staff met with Charles Catania regarding creating space for a teen section in the main library. Mr. Catania will send plans and recommendations when they are ready. Also, April 7 to 13 is National Library Week. There are county-wide activities planned, including a photo contest. Also, a county committee interviewed candidates for the DCL Director position, and will make recommendations. The RTL library assessment was presented to County Council 3/20. Ms. Murray, Ms. Maginnis and library staff have reviewed the report and find it misleading as far as RTPL is concerned. There was additional discussion about the report. Finally, the Friends check presentation was held last month with Denise Lynch, Friends Secretary and Membership Chair.

COMMUNICATIONS

Copies of newspaper articles featuring Library events were reviewed by the Trustees. Ms. Fury asked about advertising programs in the Delaware County Daily Times. Ms. Murray informed the Board that Ms. Tobin does submit items for publication to them, but we cannot control what goes in the newspapers. The Library does advertise events on Facebook, and on the monitor behind the circulation desk. Ms. Cummins will look into getting library items on the Ridley cable channel.

PRESIDENT'S REPORT (Diane Maginnis)

Ms. Sweeney was congratulated and welcomed to our board.

The DCLB meeting on August 15, 2024, needs a volunteer to attend or zoom.

Four Commissioners' meetings in 2024 still need a volunteer to view or attend. Ms. Fury volunteered for March 27 and Ms. Whitehouse volunteered for July 24, leaving two meetings in need of attendees – October 23 and November 20. Many thanks to both for volunteering. Revised listings of attendees will be emailed to members.

National Library Week is April 7 to 13. The Theme is Ready Set Library.

Ridley Township Library and Resource Center is the only Delaware County Library to offer Notary Services, Passport Services and Blood Drives.

Ms. Cummins will contact a Township Representative about advertising the Let There Be Rock School raffle on the Ridley Cable Channel. Ms. Murray will advertise in the Library Newsletter and in Library Highlights presented at the Commissioners Meeting.

Ms. Maginnis and Ms. Murray viewed Delaware County Council March 20 meeting. There were comments from ReThinking Libraries, LLC - a Consulting Group hired by Delaware County Council to examine all 28 Delco Libraries, the DCLB and Upper Chichester Library. A verbal report was given advising some libraries were above average, average or below average. They looked at many categories to make this determination, but the key takeaway was that funding which had an adverse effect. This meeting is available online for viewing. The actual report will be available soon and is 70 pages long.

Ms. Sweeney will meet with the President and Director to discuss information relating to the vacant Treasurer position.

COMMITTEE/LIAISON REPORTS

Ms. Maginnis reported on the February 28 Commissioner's meeting. It was announced Debbie Sweeney was appointed to the vacant Trustee Position. There were several resident property complaints. B-

Baseball (Blind Baseball) representatives attended to talk about their amazing organization. This group travels all over the USA for B-Baseball games. They run a base and hit the ball. They will be having a fundraiser on April12 at Ridley's Water's Edge venue. Ms. Cummins commented that the group was fascinating. Full minutes from the Commissioners meetings can be viewed on the Township website.

There was no DCLB meeting scheduled for March.

Ms. Fury asked for information on how to contact the Friends. Ms. Murray will provide an e-mail address.

NEXT MEETING:
The next meeting of the Board of Trustees will be Monday, April 22, in person at the Library. Ms. Sweeney will be on vacation and will not be able to attend.

BOARD ADJOURNED AT 6:59 PM

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

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:

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Lisa Maffei Hahn, Secretary, RTPLRC

MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
May 20, 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 McMenamin

6 PM Ms. Maginnis called the meeting to order.

The Board welcomed our newest Trustee, Debbie Sweeney in person. Ms. Sweeney had been introduced via Zoom at the March meeting.

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 April 22, 2024. (Maginnis/Augustine). 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. The director informed the trustees that the monthly financial reports will now include a breakout listing for a 2017 bequest of $20,000. The bequest was originally put into the general fund, listed on the monthly reports as "Retained Earnings." Ms. Maginnis had originally suggested using that money for a sound-proof teen area. More recently she suggested turning the current underutilized Quiet Room into a teen room as we need more space for teens and their events. Then we can discuss ideas for a small Quiet Room for adults. Ms. Maginnis thanked Ms. Murray for breaking out the bequest on the report. Interest compounded daily since inception of the bequest can only be estimated because the bequest was placed in the general fund in 2017 at TD Bank and in 2019 the Library switched banks to FMFCU. FMFCU advised same. Motion was made to approve payment of bills for May 2024. (Fury/Karpyn) 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 May 22 at 6 PM in Garling Hall (Ms. Augustine is scheduled to attend). The next DCLB meeting is at 6:30 PM on June 20 both on Zoom and in the County Council Room at the Government Center in Media. (Ms. Augustine and Ms. Hahn are scheduled to attend). Ms. Sweeney asked if she could attend both meetings as it would be helpful to her, as a new Trustee, to see what's involved. Ms. Sweeney also volunteered to attend the November 20 Commissioners meeting and the August 15 DCLB meeting. All meetings are now covered. Thank you to everyone who volunteered.

The director told the trustees she will send a draft Photo Release Policy for review and comment. A vote on the policy will be on the June agenda. A temporary Photo Release Statement is on the advertising and registration forms for summer programs. Ms. Maginnis has viewed the policy and submitted her comments and input to the Director on this new policy. This will be a stand-alone policy and not incorporated in the Children's Policy.

OLD BUSINESS
The proposed revisions to the Circulation Policy were discussed. Ms. Karpyn had questions on banning, blocking and cross blocking, which Ms. Murray answered. There were questions on linking family members

(not linked unless requested). Ms. Whitehouse questioned the placement of overdue charges and missing books. The revised policy covers these issues. Motion made to approve the revised Circulation Policy (Augustine/Sweeney). Motion carried.

FUNDRAISING REPORT
The raffle basket donated by the Let There Be Rock School brought in $493. That coupled with the wreath raffle last December brings Trustee fundraising this year to $1272. Upcoming fundraisers include the Stocks poundcake sale and our Fall Fest fundraiser event. Ms. Hahn will inform the Board when Stocks contacts her about specifics. Ms. Fury suggested a rocking chair fundraiser (purchase chairs, paint with a theme and auction off); and a Beef and Beer fundraiser. Ms. Karpyn asked about having the school build the chairs. Ms. Sweeney suggested a Bingo fundraiser, fall flower sale, and a Linvilla pie sale.

LIBRARY DIRECTOR'S REPORT
- Ms. Murray informed the trustees that our Book Page subscription payment has moved to autopay (rather than by check). Staff are working to get the Amazon bill on autopay.
- The Friends Book Sale is June 8 to 11. The Friends would be grateful for any volunteer help.
- Library staff have put together advertising for Summer Quest that includes a "Tech Adventure." Ms. Christensen has created an informative poster for visitors to start their "tech adventure" at the library.
- She reminded trustees to let her know if anyone wants printed business cards.

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

PRESIDENT'S REPORT (Diane Maginnis)
Library Evaluation Meeting on Zoom 4/30 – the Zoom Meeting was not taped for viewing. There were mostly Directors in attendance. One other Board member from Upper Chichester (which is a nonmember library) was in attendance besides Ridley's Board President. There will be many more meetings on the Library Evaluation in the future. Takeaways:

- Funding for libraries was the main topic of discussion among the various Directors. Some Library Directors were of the opinion that there is a lot of competition among all the libraries.
- Delaware County Council paid the organization "Rethinking Libraries" $75,000 for the Valuation which consisted of meeting with each member library for about 2 hours.
- It was mentioned to possibly bring back Legislative breakfasts as well as having more Directors meetings

Ms. Maginnis congratulated Ms. Augustine on her retirement at the end of May from the Court House after 45 years of dedicated service. Trustees and the Director joined in expressing good wishes on this special occasion.

COMMITTEE/LIAISON REPORTS
Ms. Karpyn reported on the April Commissioners meeting. Full minutes from the Commissioners meetings can be viewed on the Township website. There was no DCLB meeting to report on for this month.

NEXT MEETING:
The next meeting of the Board of Trustees will be Monday, June 24, in person at the Library.

BOARD ADJOURNED AT 7 PM

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
June 24, 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, Betsy Cummins, 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
There were no comments from the public.

MINUTES
Motion made to approve the minutes from May 20, 2024. (Karpyn/Whitehouse). 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. Motion was made to approve payment of bills for June 2024. (Augustine/Fury) Motion carried.

STATISTICS
The Board reviewed the statistics and agreed that they look impressive as always.

NEW BUSINESS
The next two meetings of the Ridley Township Board of Commissioners are June 26 (Ms. Augustine is scheduled to attend) and July 24 (Ms. Whitehouse is scheduled to attend) both at 6 PM in Garling Hall. The next DCLB meeting is at 6:30 PM on August 15 both on Zoom and in the County Council Room at the Government Center in Media (Ms. Sweeney is scheduled to attend).

Ms. Maginnis reminded everyone that Election of Officers will be held at the August meeting.

OLD BUSINESS
The new Photo Release Policy had been sent via e-mail for Board Review. Motion made to approve the new policy (Sweeney/Karpyn). Motion carried.

FUNDRAISING REPORT
A copy of the Stocks pound cake order form was included in the meeting packet. Since there is no meeting in July, we need to decide about payment options (Venmo) and begin advertising soon. Price will remain at $18. Ms. Karpyn suggested revisiting the $18 price for the pound cake next year. Ms. McMenamin is contacting School Board Members and Franklin Mint Federal Credit Union about Venmo specifics. She will send information to the Director for dissemination to Trustees for possible inclusion on the Stocks order form and advertising. Ms. Murray will follow up and advise via e-mail. There was a short discussion on getting the Friends involved, but they are already very involved in book sales. Ms. Maginnis asked Ms. Murray to furnish Stocks information to Ms. Cummins for the July Commissioners Meeting. She further asked the Director to have staff advertise the Stocks fundraiser on the Library website once Venmo details are researched and finalized. Ms. Maginnis thanked Ms. Murray for including the order form in the packet and Ms. Augustine and Ms. Hahn for their volunteerism with this fundraiser.

Ms. Sweeney spoke about a bingo fundraiser. DCLB has a bingo license for use by member libraries. Discussion ensued on type of bingo, size, prizes, raffle baskets, possible entertainment. Ms. McMenamin

advised that baskets being raffled should be of similar value. Board members agreed that we need to investigate more and plan an event for some time after the holidays.

The pie fundraiser was felt to be too expensive. The mums sale looks like it will be a good fundraiser. Ms. Sweeney will continue to get more information from the greenhouse company.

LIBRARY DIRECTOR'S REPORT
Ms. Murray stated that everything was in her written report.

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

PRESIDENT'S REPORT (Diane Maginnis)
Ms. Maginnis met with the Director and Ms. Sweeney prior to this Board Meeting to discuss Treasurer's duties.

Ms. Maginnis advised the Board that she signed off on the auditor's paperwork on June 24.

Ms. Murray was asked about and said she will get back to the Trustees on the next policy to be reviewed.

On June 10, Ms. Maginnis sent out an email to the Trustees on revenues from the Friends June 2 Book Sale ($585.50), and revenues through current date from the ongoing Book Sale in the Library ($455.00). Kudos to the Friends for their hard work on these sales.

COMMITTEE/LIAISON REPORTS
Ms. Augustine reported on the May 22 Commissioners meeting. Full minutes from the Commissioners meetings can be viewed on the Township website.

Ms. Augustine, Ms. Hahn, and Ms. Sweeney attended the DCLB meeting on June 20 and reported. 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, August 26 in person at the Library.

BOARD ADJOURNED AT 7 PM

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

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 McMenamin

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:

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Lisa Maffei Hahn, Secretary, RTPLRC

MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
September 23, 2024 -- Meeting held in person at the Library

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

ABSENT: Diane Maginnis, Edna Fury, Betsy Cummins, Christine McMenamin

6:07 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
There were no comments from the public.

MINUTES
Motion made to approve the minutes from August 26, 2024. (Whitehouse/Karpyn). Motion carried.

TREASURER'S REPORT
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. Murray will send out a revised checklist as two bills came in late. Motion was made to approve payment of bills for September 2024. (Hahn/Augustine) Motion carried.

STATISTICS
The Board reviewed the statistics and agreed that they look impressive as always.

NEW BUSINESS
The next two meetings of the Ridley Township Board of Commissioners are September 25 (Ms. Hahn scheduled to attend) and October 23 (Ms. Karpyn Scheduled to attend), both at 6 PM in Garling Hall. 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.

FUNDRAISING REPORT
Ms. Hahn reviewed the information about our Fall Festival and Stock's proceeds that was outlined in her September 15 email. The bake sale made $243.50. We sold the extra 24 Stock's cakes. Total proceeds from Stock's sale are $864. Therefore, total Trustee fundraising for Fall Festival total is $1,107.50. We had eight cakes donated for slices, which was 64 slices. It was just the right amount. We sold some whole cakes inside but they sold much better outside. We received a few orders for mums but many did take an order form.

Ms. Sweeney spoke about the mum sale. Deadline is Wednesday. We need a minimum of $600 in sales for free delivery.

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. Board members should come to the next meeting prepared to make a decision about whether or not to have this fundraiser, given that the gift cards and lottery tickets are largely donated by Board members.

Ms. Sweeney suggested doing a bus trip as a fundraiser and will investigate further. She also asked what the funds are used for. Ms. Murray explained that it is a line item in the total budget.

LIBRARY DIRECTOR'S REPORT
The director reported that the Library will need to close early on Saturday, Oct. 26 when the Township is hosting a Trunk-or-Treat event. The parking lot will open at 1:30 and close at 2 PM. She said the library will close at 1 PM.

Ms. Murray also reported that she is speaking to the Delaware County Association of First-Class Township Commissioners at the Lazzaretto Ballroom on Tuesday, Sept. 24.

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

PRESIDENT'S REPORT
There was no President's Report at this meeting.

COMMITTEE/LIAISON REPORTS
There was no report on the Commissioners meeting. There has been no DCLB meeting since our last Library Board meeting. Full minutes from the Commissioners meetings can be found on the Township's website.

NEXT MEETING:
The next meeting of the Board of Trustees will be at 6 PM on Monday, Oct. 28, in person at the Library.

BOARD ADJOURNED AT 6:45 PM

Respectfully submitted by:

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Lisa Maffei Hahn, Secretary, RTPLRC

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 McMenamin

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:

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Lisa Maffei Hahn, Secretary, RTPLRC

MINUTES OF THE BOARD OF DIRECTORS
RIDLEY TOWNSHIP PUBLIC LIBRARY & RESOURCE CENTER
December 2, 2024 -- Meeting held via Zoom

ATTENDANCE: Diane Maginnis, Judy Augustine, Donna Murray, Michele Karpyn, Debbie Sweeney, Ann Whitehouse, Edna Fury, Betsy Cummins, Christine McMenamin

ABSENT: Lisa Maffei Hahn, Christine McMenamin, Betsy Cummins

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 minutes from October 28, 2024 meeting. (Karpyn/Fury) Motion carried.

TREASURER'S REPORT
Ms. Sweeney reported that all the finances look to be in order and asked if there were any questions. All agreed that everything looks good. Motion was made to approve payment of bills for November 2024. (Augustine/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 Dec. 18. Ms. Maginnis is scheduled to attend. The next DCLB meeting is Dec. 19 both 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.

Vote on 2025 Budget (Maginnis/Karpyn). Unanimous approval.
Vote on 2025 Holiday Schedule (revised to include Good Friday) (Maginnis/Sweeney). Unanimous approval.
(Note) – Ms. Hahn voted in abstentia via email to approve the 2025 budget
(Note) – Ms. Hahn voted in abstentia via email to approve the 2025 Holiday Schedule

FUNDRAISING REPORT
There was discussion about using Trustee fund-raising proceeds for museum passes. The director said she would check with staff about going from 2 to 3 Elmwood passes and look into Trustee sponsorship of Please Touch Museum passes. She will also look into passes for Hershey Park and local pools. She will report back to the board at the January meeting. There was also discussion about the next fundraiser. Michele suggested we revisit that and consider a spring fundraiser in April.

LIBRARY DIRECTOR'S REPORT
There was an issue with the October check run, and it was corrected. The checks in question were reissued where necessary. We finished the year $5646 in the black. After-hours activities are Friday evening Quizzo 12/13 and Sensory Playtimes Tuesdays at 9 AM.

COMMUNICATIONS
The Board reviewed the newspaper articles included in this month's meeting packet.

PRESIDENT'S REPORT
Commissioner's Meeting 11/20 – Ms. Murray reported. She said public comments were voiced about MacDade Blvd traffic concerns. Full minutes can be found on the township's website. Ms. Augustine volunteered to attend the 12/18 meeting in place of Ms. Maginnis.

DCLB Meeting – Next meeting is 12/19. Ms. Augustine & Ms. Hahn will attend. Director sends hot topics to trustees when attending in person for sharing at the meeting if they choose to.

Ms. Maginnis will send 2025 Attendee Sign-up Sheets for the Commissioner and DCLB Meetings to the Trustees at end of December or beginning of January for Trustee sign ups.

County Trustee Training 11/19 by zoom – Ms. Karpyn & Ms. Sweeney attended. Ms. Karpyn gave a synopsis of meeting highlights, praising library staff for keeping up to date on library matters and advised they are going a great job.

Library will close early Thursday 12/12 (1 PM vs. 5 PM) for Staff Christmas lunch. (Karpyn, Fury) Unanimous approval.

Giving Tuesday 12/3 – The Friends sent out an appeal asking for support of library programs, museum passes and library of things on. All funds received will be added to the yearly Friends donation given to the library.

FMFCU – Ms. Murray has the necessary paperwork from FMFCU for the officers to sign. She requests that the officers set up a date and time with her due to the sensitive nature of the documents.

COMMITTEE/LIAISON REPORTS
See President's Report.

NEXT MEETING:
The next meeting will be at 6 PM on Monday, Jan. 27, 2025, in person at the Library.

BOARD ADJOURNED AT 7 PM

Respectfully submitted by:

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Debbie Sweeney, RTPLRC