

## Lansdowne Library Board of Trustees

Minutes from August 15, 2023 meeting

Meeting was called to order at 7:04 by Marie.

### **Attendance:**

Marie, Ellen, Kate, Andrea, Regina, Jobi, Bill P.

Absent: Kymberly, Will

### **Minutes:**

The minutes from the June 2023 meeting were approved. Note: There was no July meeting.

### **Treasurer's Report for June and July:**

\$12,870 was made in payments in June

\$10,918 collections related (85%), including \$3,700 for magazines and about \$6,000 for books.

\$4,731 was made in payments in July

\$2,609 for collections (55%) including \$1,600 for books. Additional payments were for office supplies and the auditor.

Financials through July

\$473,450 total revenue

\$451,280 total expenses

\$22,171 NET

There is an increase in income from interest. We received \$1,900 in gifts and donations. This is well over the \$1,000 that was budgeted.

Boro expenses regarding maintenance is not in line with the expenses, as the line item was kept the same as last year during the budgeting process.

8.7% of the overall budget has been spent on the collection.

Balance of assets, noting that county aid has not come in yet.

\$39,578      Checking account

\$10,960	Money Market
\$153,638	PA Invest
\$67,153	Vanguard
\$271,329	total assets as of July 31, 2023

Andrea made a motion to approve the financial report. Kate seconded the motion. All approved. Motion passed.

### **Board Self Evaluation**

The board reviewed and discussed the new Self Evaluation document for Board members. The idea is for each board member to consider how they are doing (contributing, participating, etc.), and whether they are meeting the expectations of the board as set forth in the board agreement documents signed at the start of the board term. It was recommended that we clarify that these are individual board member goals as distinguished from general board goals. With this one change, the board agreed to begin using the self-evaluation document in December.

### **President of Friends as Ex-Officio of Library Board**

The board discussed having the President of the Library Friends as an Ex-Officio member of the Library Board. All agreed that the President of the Library Friends should be added to the library roster. As this is a non-voting position, this change does not need to be added to the by-laws.

### **Library Project Update from Ad-Hoc Meeting**

Bill, Marie, and Kymberly presented on behalf of the Library at the Ad Hoc meeting held on August 8. The attendance was low but the presentation was well received. The wish-list that Bill shared with the board was not included but was used to shape the content of the report. Kymberly filled in the report outline with compelling information. Photographs will be added to the next report to visually demonstrate the work and programs presented by staff as well as the challenges to the existing space. There will be a full council vote in September.

There was a question about a cap on Keystone grants. There are several types of Keystone grants, and many subcategories. All Keystone grants are matching grants but funds from one grant cannot be used as the match for another grant.

### **Institutional Archives**

Jobi asked if the library had an institutional archive, documenting the meetings, work, programs, etc. of the library staff, library board, and Friends group. There is no official archive on site, though as long-time members of the board both Marie and Andrea have material in their homes, including materials from former board and Friends chairs.

Jobi suggested finding out how much material there is in the library and offsite to determine what kind of dedicated space would be needed. Bill asked if the archives needed to be physical or if they could be electronic. Hard copy is not required, but electronic archives do require technology and regular migration to remain accessible.

Once there is a sense of the scope of the Institutional Archives, Jobi will write up an intern project proposal to share. The intern will need supplies, supervision, and a timeframe but there are local archival students who are regularly looking for hands-on experience.

## **Director's Report**

Bill shared the July report from the library. Everyone was particularly impressed with the eyeglasses event. In addition to "regular" library programming, the library has a big impact on the community, providing social services. Upcoming program for aging at home, targeted to care givers. The Board agreed that a slide about the community impact the library programming provides should be added to the boro report.

Library Project - Update - Ad hoc meeting August 8, 2023  
Archiving - How, Where & What - Jobi  
DCLC meeting - Thursday August 17, 6:30 - Regina

Director's Report - Updates - Bill

Committee Reports - Governance - Ex-Officio - Kymberly  
Fundraising - Andrea  
Marketing/Community Outreach- Ellen  
Lobbying - Kate  
Personnel- Kymberly

Borough Liaison - William

Board Representation at Other Meeting

Friends - No June, July & August Meeting - next meeting Tuesday  
September 5th 7:00 Bany Room  
Library Board Next meeting - September 19, 2023 7:00 Bany Room.  
DCLS - August 17, 2023 Thursday 6:30 Regina  
DCLS - October 19, 2023 Thursday 6:30 - need volunteer

### Upcoming Meetings and Events

August 17: DCLS 6:30 Regina will attend (Zoom)

August 22: Friends. 7 P.M. Note: Friends do not regularly meet in August.

Generally the friends support the children's programs but they also want to start focus groups with seniors for social interaction.

Setp. 19 Library Board. 7 P.M. Note: Marie and Jobi will not be in attendance.

Sept. 30 Library Book & Bake Sale

Oct. 19 DCLS. 6:30 Kate will attend via Zoom

Dec. 21 DCLS. 6:30 Lansdowne representative TBD

Meeting adjourned at 8:11 p.m.

JZ 9/4/23

