

Lansdowne Library Board of Trustees

Minutes from June 20, 2023 meeting

The meeting was called to order at 7:09 PM by Marie C.

Attendance:

Marie C., Kymberly H., Andrea K., Ellen L., Bill P., Kate S., Jobi Z.

Will attended via Zoom. Regina arrived at 7:15

Minutes:

Two corrections were made to the May 2023 minutes. Andrea made a motion to accept the February meeting minutes with the corrections. Jobi seconded the motion. Motion passed.

Treasurer's Report:

Bills paid \$ 36xx.99 (May)

Includes the Bessie Coleman Living History event (\$385) and audit (\$320)

\$2057 collections related (56%)

\$53,892 Checking account

\$10,951 Money Market

\$152,366 PA Invest

\$64,228 Vanguard

\$281,803 total assets as of May 31, 2023

We are earning 5% interest on these accounts.

Budget vs. Actual

Our donation line is above budget (\$1,729 A vs. \$1,000 B). The general income for the library is on target.

Ellen met with the library staff to discuss budget spending. Staff is underspending on electronics, as e-books are leased rather than purchased.

The total income is \$345,000 and expenses were \$317,000. 10% of the budget was spent on the collection. One-time expenses, including the new doors and new LED lighting in the Bany Room were purchased by the borough for building maintenance. The county provided funding for WiFi hotspots, a service previously paid for by the Friends.

Andrea noted that both the Library Board and the Friends of the Library have paypal accounts and it is not clear which account is on the website to accept financial donations. It is the library account.

Andrea made a motion to approve the financial report. Marie seconded the motion. Motion passed.

Library Building Project: May 31 Meeting Update

Marie reported that there was public concern about the \$9M price quoted for the library building project. Matching grants to offset some of this cost are available but were not discussed. The presentation did not present balanced perspectives. There is public support for the library, but the presentation felt negative with an emphasized concern on increased taxes. There is also public confusion about the differences in the Comprehensive Plan and the Facility Plan.

Bill is working on a vision statement to explain the needs of the library to meet the needs of the public, conveying that the function of the library has changed dramatically over the years— it is much more than a place to check out books. The library needs to educate and inform the public what we are doing and what we offer. A representative from the library will need to make a presentation at the next borough meeting with graphics and visuals to express the concrete, practical, value-added programs that the library offers (and could offer in the future.)

The library will offer a 9th grade library card drive again in the fall. Last year a Penn Wood teacher asked LPL staff to come to the school to explain how to use the library for research. There is not enough library staff to do this for all of the classes. This year, teachers will come to the library to be trained.

Bill expressed that he and the library staff need to know what they are allowed to say to the public about the building project. They will not make promises or assurances, but they do need to know about the costs, goals, and plans of the project to speak informatively.

DCLS:

Regina will attend the August 17 meeting. Questions must be submitted in advance. The meeting is held in the County Council Room at 6:30 p.m. .

Library Goals

As Director of the Library, Bill's goals are rolled into the library goals.

The volunteer meet and greet will not happen in September. Volunteers were acknowledged in April. Christine did a program for Steps into Nature, and the Flowers did additional volunteer work. Board volunteers Marie and Andrea separated books for the book sale in the fall.

Governance:

There is a self assessment and a board assessment compiled by Andrea. These two documents include the job description of the library board, questions about how to improve, survey, and provide feedback. The two document will be combined into once.

Facility:

Bill is looking at his list regarding his vision for the facility, the library vision, and the department review. Once this is finalized and put into a document it will be brought to the ad hoc committee.

Fundraising:

Once we clarify what the friends are raising funds for, the board can determine what we will fundraise for.

Lobbying:

We are waiting for state budget approval. Training will be held in Q3.

Director's Report

The summer schedule of hours and programs is in operation. 35 people attended the summer kickoff event with music, board games and soft pretzels.

Bill's goals are mentioned in his monthly report:

Public Relations: Engage a firm to rebuild our website, and have the work started in 2023, by end of quarter 2 if possible; reevaluate and improve our publicity procedures and output.

Services & Programs: offer inexpensive notary services by having two staff members obtain notary certification and implementing a procedure for the service; investigate opportunities for local partnerships to link patrons to services and resources; add programming on basic life skills such as taxes, Medicare, college financial planning, and basic technological skills.

Volunteers: establish and maintain a reliable volunteer corps from which we can draw for both regular and special tasks, and through which we can increase our community engagement.

Collections: establish the core of a "World" section of carefully selected foreign language materials, including foreign language items published for native speakers; dual language books for learners; dictionaries; and instructional material.

Andrea commended Bill for an excellent job articulating the library goals at the Facilities Meeting on May 31.

Board Recruiting

We need to recruit new board members, as Andrea is cycling off in September. Barb Federici, a previous candidate, has joined the Friends board and will not be joining the Library Board. We will put an announcement in the next borough newsletter (June 20) and announce it at the Borough Council meeting.

Fundraising

One donation honoring late Library Friends President, Helen Bowes, was received. Additional donations were made in honor of Carol Eiker.

Community Outreach

There was no report.

Lobbying

This report was covered earlier.

Annual Review

Bill received his annual review

Bill and the library would like to work on programs and initiatives to reach older adults, particularly those on a fixed income. Ideas included creating a senior corner, offering services for homebound individuals, providing kindles for adults, and workshops for writing autobiographies or memories. There was agreement that the advertising for these programs and services should target care givers. This is also an area that the Friends could support.

Borough Report

Will took a tour of the library with Bill on June 8 and found it to be great. Work on the patio was approved. Will will ask council about paying for the LED lighting in the Bany Room. Will will also ask if it is possible for the library to provide pool passes to the Nile Swim Club (Swarthmore Library does this.) The pool pass would operate like the museum pass, offered as a family pass for two days.

Will will express to council that the library board would like their presentation for the Facility Meeting should include the funding options and opportunities through grants, corporate sponsorship, and on her fundraising opportunities. Also, residents are confused and concerned about the current plans under discussion.

Will reiterated that everything is still in a hypothetical, brainstorming and planning stage.

The council is waiting for the committees to get back together and develop a survey. Other libraries in Delaware County have successfully planned new libraries. Middletown was cited as a model that we should look to as they are similar in size and economic base.

Next Meeting:

Next Library Board meeting is July 18 at 7 PM. Note, there is no meeting on August 15. The first meeting of the fall will be on September 19. Neither Marie nor Jobi will be at the September meeting.

Ellen made a motion to adjourn the meeting. Andrea 2nd the motion. Board meeting was adjourned at 8:27

7/17/2023

JZ