

Lansdowne Library Board of Trustees

Minutes from September 19, 2023 Meeting

The meeting was called to order at 7:05 by Kymberly.

Present: Andrea Kenyon, Ellen Lustgarten, Kate Schleigh, Regina Powell, Will Griffin, Bill Paterson, Kymberly Hernandez

Absent: Marie Campuzano, Jobi Zink

The minutes from the August were approved – Andrea motioned to approve, Kate seconded.

Treasurer's Report:

- Bill Payments – August payments totaled \$5,456.76 of which \$2,675.67 (49%) was for collection materials.
- Budget vs. Actual Report - Total revenue through August 31 was \$575,224 and total expense was \$547,405 for a net \$27,819. Collection expenses were 7.8% of total expense. There is an still \$8,000 available for adult books and \$11,000 in children/youth books.
- Balance Sheet – As of August 31 there was \$42,641 in the checking account, \$11,965 in the Money Market account, \$154,303 in PA Invest. Vanguard accounts total \$67,153. The bank notified Ellen that the Money Market account was dormant having not had any transactions for 3 years. There was going to be a \$3/month charge for the dormant account so Ellen transferred \$1,000 from checking to the Money Market to avoid that fee.

Andrea moved to approve the Treasurer's Report and Kate seconded.

- 2024 Budget – Bill and the staff have begun to work on needs for 2024. Bill and Ellen will work on projections for 2023 and a preliminary budget to submit to the Board at the October meeting. Ellen will attend the Borough Finance Committee meeting in October to submit the 2024 Borough budget request asking that they do not just use last year's budget numbers.

New Business:

- We have received two applications for Board membership to fill one vacancy. Kymberly will forward the names to Will and Ben. Interviews will be held at the October Board meeting.
- The 125th anniversary of the library is next year. As President of the Friends, Andrea will take the lead on planning events to commemorate the anniversary. Board members need to assist Andrea in this effort.
- Next year will be the 50th anniversary of Michael Sheehan's employment at the library. Bill will take the lead on ways to acknowledge this achievement. Several ideas include:
 - Presentation at Borough Council meeting
 - Presentation at the 125th anniversary event
 - Delco Libraries recognition award
 - Borough newsletter interview
 - Citation from Gina Curry announcing Michael Sheehan Day

Director's Report:

- Bill drew the Board's attention to staffing issues. Laura will move from her position as Circulation Manager to fill the Reference Librarian opening. The Circulation Manager position will be posted and

there may be a couple of internal candidates. Laura will not move to her new position until she has a successor. Christina will stay in the position of Reference Librarian until mid-October at which point she will move to a part-time circulation role.

- Bill described the need for a pay phone for patrons to use. Oftentimes patrons who do not have access to a phone ask to use the one at the front desk which becomes problematic for staff. The one-time expense is minimal and the on-going monthly expense is approximately \$30. Ellen will ask the Borough to include this cost in the Communications costs the Borough incurs for the library. Andrea said that the Friends could provide monetary support so that patrons could use the phone for free.

Committee Reports:

- Fundraising – The Friends Bake and Book Sale is on September 30th from 9:00 to 1:00. A lot of people have volunteered to help. The Friends are scheduling a mailing for donations the first week of November. Andrea will distribute the current donor list to Board members who should correct, delete, and add names to the list. The solicitation will include a volunteer recruitment element.
- Marketing – There was no report
- Lobbying – The state House has passed a budget which includes an increase in library funding. Kate will hold a lobbying session this fall, maybe as part of a regularly scheduled meeting.

Board Liaison:

- Will reported that the Borough has started the acquisition of the old library building next door.
- Wednesday's Council meeting has the facilities plan on the agenda.
- Will agreed to make an announcement about the Book Sale at the Council meeting

Board Representation at Other Meetings:

- A Board member needs to attend the next DCLS Trustee Training being held on November 14 at 7:00. These meetings are mandatory for the library to receive its funding. As most of the Board members have already attended at least one training, Marie or Kymberly will ask Jobi if she is available to attend.
- The Friends will be meeting the 1st Tuesday of the month in October and November. There may not be a meeting in December. Library Board members are encouraged to attend.
- DCLS Meetings – Kate will attend the October meeting and Kymberly will attend in December

The meeting adjourned at 8:15.

rev. 11/3/23 JZ