

Lansdowne Library Board of Trustees

Minutes from June 16, 2024 meeting

The meeting was moved to the main library room as there was a Juneteenth event in the Bany Room. The meeting was called to order at 7:09 by Marie.

Attendance: Marie Campuzano, Kymberly Hernandez, Mark Lewis, Ellen Lustgaren, Bill Paterson, Regina Powell, Jobi Zink were in attendance. Will Griffin, Kate Schleigh and Andrea Kenyon were absent.

Minutes: Regina made the motion to accept the minutes with the change. Mark seconded the motion. There were no objections and the motion was carried.

Treasurer's Report & Bills

Ellen thanked Bill for presenting the April Treasurer's report at the May meeting in her absence.

Financials through May 31, 2024:

\$5,429 spent in April

\$4,216 for collections (78%)

\$47,849 Checking account

\$11,999.99 Money Market

\$150,361 PA Invest

\$76,018 Vanguard

\$347,664 total revenue

\$314,905 total expenses

\$32,759 net

There were no significant differences between the May expenses and the projected budget.

Vanguard is changing some of the investment options for businesses. Ellen will confirm if this will affect the library.

Ellen noted that there is nothing in the budget about building maintenance. Ellen and Bill are beginning conversations about the FY25 budget, including consolidating some of the smaller line items. Ellen and Bill will present their proposed budget at the summer meeting.

Mark inquired whether there would be an audit this year. There will not; audits occur every three years. There is an abbreviated "review" by the auditors each of the off years.

Jobi made the motion to approve the financial report. Regina seconded the motion. There were no objections and the motion passed unanimously.

Library 125th Anniversary Gala

The board reviewed the draft save the date card and made some recommended changes. Bill and his team will work on the edited design.

The board discussed whether "Gala" was the correct name for the party, fearing that it the word indicated a level of extravagance that we could not meet. Event, celebration, party, cocktail party, shindig, and fete were offered as alternatives.

The Friends of Lansdowne Library are paying for the event and should have their name on the invitation. The gala itself is not a fundraiser; the goal is to break even. Our fundraising efforts will be through sponsorships. Several items such as coffee urns and tablecloths will be capital expenses as they can be used for other events.

The board discussed whether it was appropriate to send formal invitations to key stakeholders and politicians and to ask them to pay for tickets. There was also a conversation about what recognition sponsors received for their money. Individuals who sponsor the event will have their names in the program; businesses that sponsor will have advertisements in the program and website. Details regarding the format and orientation for advertisements/logos will be included in the sponsorship form. Sponsorship does not include tickets to the gala.

The consultant who will be helping with the capital campaign recommended going to every business in Lansdowne and surrounding area for sponsorships. Board members with personal connections and who feel comfortable doing so should ask the businesses. We will start with the list on the LEDC website and create a Google sheet so that no efforts are not duplicated.

The board agreed that there should be four levels of sponsorship, but rather than being platinum, gold, silver, and bronze the levels should somehow relate specifically to the library.

In addition to printed invitations we will need flyers/posters to hang in the library and around town. The board discussed how to promote the gala (generally, not just for sponsorships) through a digital poster on various groups and clubs on social media.

The invitations will be finalized at the July meeting, We will also determine what the program will look like. Decorations will be discussed at the August 20th meeting.

Recent & Upcoming Events

June 22 is the kickoff for the **Summer Reading Program**. It will be held at Sycamore Park and there will be water ice from Rosati's as well as soft pretzels.

As the weekend temperatures were expected to be in the 90s, Mark inquired if there was a certain temperature or heat index that would lead to canceling, postponing or moving the event. Bill said that there is no policy in place, but he will keep an eye on the temperature and make a decision in advance.

The June meeting of the Friends of the Lansdowne Public Library was canceled as Andrea continues to recover. It is still to be determined whether there will be a meeting in September.

Director's Report

Bill said that he will consider creating a cancellation policy for heat-affected events with similar flexibility to those made for winter inclement weather. The policy will include a mechanism for communicating, likely via the website and/or social media.

Mold remediation at the Old Library is complete. The oil tank will be removed next week and then the library will have access to the building. There is some termite damage that may require the floors to be reinforced. Timothy Powers is serving as the Facility Maintenance Technician.

Library Building Ad Hoc Committee

The library presentation by Kymberly was well received. The next meeting will be on July 17. There is no council meeting that evening so the meeting will be held at the library to allow everyone to experience the existing library space.

Borough Liaison Report

There was no report from the borough liaison.

Strategic Planning

Mark reported that he will be reviewing the strategic plans of peer institutions over the next month and will be ready to discuss his findings at the July meeting. The board agreed that the

strategic plan should be discussed at the top of the July agenda to ensure that there is a full discussion.

Next Meeting

The next meeting is 7 P.M.on July 16

Jobi made the motion to end the meeting. The motion was seconded by Mark. The meeting ended at 8:48 P.M.

JZ 7/8/24

Rev. 7/15/2