

Lansdowne Public Library
January 21, 2025 Meeting Minutes

Attendance

Marie Campuzano, Mark Lewis, Ellen Lustgarten, Bill Paterson and Jobi Zink were in attendance. Kymberly Hernandez, Will Griffen and Regina Powell attended via Zoom. Kate Schleigh was absent.

The meeting was called to order at 7:03 p.m.

Minutes

The minutes to the November meeting with two corrections were approved. Ellen motioned to approved the revised minutes and Mark seconded the motion. There were no objections and the revised minutes will be resent.

Treasurer's Report

Ellen reported that the December report will come in February, along with the January bills so that all of the appropriate bills are assigned to the budget for the correct year. \$10,833 was paid in bills for December with 90% allocated to collections.

The auditors sent their engagement letter, indicating a fee increase from \$6,400 to \$7,100. Our FY25 budget was calculated with the previous fee. The standard audit occurs every 3 years with a smaller review on the off-years at \$3,200 (previous amount). The board agreed that this was a lot of money considering that the staff does most of the preparatory work, and will investigate what other libraries are doing. The audit is required by Delaware County but is not due until September.

The bills and financial report for November were as follows (there was no December board meeting at which to discuss or approve)

\$82,884	Vanguard
\$9,421	Checking Account
\$12,045	Money Market
\$144,936	PA Invest
\$12,143	Expenses paid
\$9,201	Collections and magazine subscriptions (76%)
\$901,611	Total revenue
\$907,482	Expenses (just over 9% collections)

\$-5,871 Net

Marie made a motion to approve the November and December bills. The motion was seconded and there were no objections.

DCLS meeting

The next DCLS meeting will be Thursday February 20, 2025 6:30. Mark will attend via Zoom. There is a trustees seminar in March.

Friends

The January Friends of the Library meeting was canceled due to the cold but has not been rescheduled. They are considering holding their meetings during the day to increase attendance. The membership mailing has brought in about \$2,000. Board is encouraged to join at a patron or benefactor level.

2024 Board Goals Wrap-Up

Kymerly led a presentation on 2024 Board Goals, reminding all that these goals are specific to the board activities and do not overlap with the work of Bill, the library staff, or the friends committee.

Community Outreach goal was met and satisfied. Additional community feedback for the strategic plan and library expansion will be goals for 2025.

Governance goal was in progress, with 3 of 4 activities completed. Board has attended DCLS trainings, attended programs, and is active in setting goals for the board. Two 3-year term limits were set when the by-laws were revised and three people will be rolling off this year. We have not recruited new board members yet. The governance committee will meet in early February to solidify plans to fill the upcoming vacancies. Board recruitment will be a goal for 2025.

Facilities goal was met. The conversation about the library expansion is underway. Once the build plan and budget are identified, fundraising will begin. This should be expected to begin this spring.

Lobbying goal was not addressed or undertaken.

Strategic Plan goal is in progress, as it was a goal across 2024-2025 and should wrap up in time. Andrea Kenyon has a lot of information from the 2012-2013 SP that went into the foundation of the 2015-2020 plan. Mark will be meeting with Bill and Laura about community input into the

SP. By 2026, the SP will replace these board goals and give the board a framework to structure their work.

The board was in agreement that there will be 2025 goals in the areas of governance, facilities, and strategic planning.

Strategic plan

The focus of the February meeting will be discussing the communities input recommendations. The SP will not include goals for the friends, as they are a separate from the board.

Library Build plans

Bill led a discussion on the architect's revised plans and the staff's thoughts. The major change recommended was moving the staff workroom near the main entrance with the circulation desk. If the Friends space moves to the front of the building it can be enlarged with a bump out. This would reduce the green space out front, near the parking lot.

The need for an elevator was discussed: It is not required for ADA compliance in the old building, as that second floor will be used for reading space rather than programming or collections. There will be a lift to the basement space. The staff break room will include a kitchen and staff bathroom.

It would be convenient to have the option for an elevator in the new construction, especially if a second floor would be added in the future, but it would be expensive. It was suggested that if we are thinking about added on a second floor to the new expansion in the future then we are not asking for enough space for our current needs. The five plan drawings were based on cost and square footage. The borough thought that it would cost too much to include a full basement, elevator, and second floor.

Other ideas that were suggested from the staff included having the reference desk near the teen space would allow proximity without heavy supervision. It is necessary to have teen and tween spaces separated from each other? Will adding a glass wall to the children's area create a safety hazard while reducing soundA?

Ad Hoc Building Committee

Next ad hoc committee meeting is February 21, 2025 5:00 in the library.

Director report o

Bill gave the director's report. They removed earth from the basement from the old library building to remediate the oil smell. Margy may need some time off for personal reasons.

Council Report

There was no council report

Next Board meeting

Tuesday February 18, 2025 7:00 Bany Room

The meeting was concluded at 8:34 P.M.

JZ 2/9/25