

## Lansdowne Library Board of Trustees

Minutes from February 20, 2024 meeting

Meeting was called to order at 7:00 by Marie.

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

### Minutes

The edited minutes to the January meeting were approved. Ellen made the motion to approve the minutes. The motion was seconded by Regina. There were no objections and the motion was approved.

### Treasurer's Report & Bills

Ellen provided the financial report.

Financials through January 31, 2024:

\$10,449 spent in December  
\$8,300 for collections (79%)

\$44,291 total expenses

\$42,667 total revenue

\$1,616 Deficit

7.5% was spent on the collection this month.

\$1,455 was spent on bills in January.

\$11,186      Checking account

\$11,985      Money Market

147,755      PA Invest

\$72,000      Vanguard

\$243,068 total assets as of January 31, 2024

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

### **125th Ad Hoc Committee and Friends**

Marie showed the new logo for the 125th anniversary to be printed on a canvas tote to sell. She is getting pricing for color printing.

The April 14th volunteer event (A New Deal for Quilts program) to honor Michael Sheehan and Andrea Kenyon for their years of service has been scheduled from 1-3. The event will start at 1 PM for special invitees; the public portion of the event will begin at 1:30. Marie is working on getting the food donated for the event.

Other anniversary events will be Quizzo on May 4; Summer reading kick-off on June 25, and the 125th Gala cocktail party on Saturday October 19 at the Twentieth Century Club.

Michael Sheehan will be honored for his 50 years of service with a proclamation from the mayor on March 20.

Marie encouraged board members to check out the raffle at the front of the library and to join the Friends of the Library. The next friends meeting is March 5.

### **Delco Library Meeting**

The Delaware County Library Meetings will continue on Zoom and in person for the foreseeable future. The next meeting is on April 18. One member from our board must attend.

### **Board Goals**

Kymerly reviewed the goals established for 2022-2023 in categories of community outreach, governance, facility, fundraising and lobbying, in order to establish the goals for 2024-2025. These goals are for the library board to accomplish; there are separate goals for the library director.

The board succeeded in meeting the **community outreach** goals of strengthening the volunteer corps by reinvigorating the Friends group with Andrea K., and the website refresh is underway. **Governance** goals included continuing with regular board check-ins (self evaluation) and goal setting; redefining board job descriptions to include more stewardship. The strategic plan was ratified in 2016 and renewed in 2020. Reconfirming and or reassessing those strategic goals should be a priority, especially with the building plans under discussion. Attending events and programs, joining the Friends and supporting their events should be added as new goals.

The vision for the new **Facility** has been completed and the library is working with the boro on the process. Attending boro meetings, especially facility planning meetings, will help ensure that the facility meets the library and community needs. Maintenance and improvements will need to be made on the existing building during any building, changes, or construction. Bill and Marie have toured the Upper Dublin, Havertown, Middletown, and Media libraries, but also want to talk to people in the the town council about their building process and funding.

Marie and Andrea will be meeting with a fundraising professional to discuss planning a capital campaign which will help structure our **Fundraising** goals. The consultant should help clarify the legal and tax boundaries. With the Friends group reinvigorated, the distinction, division, and responsibilities of the friends, the board, and the library staff will need to be clarified. Andrea has served as the fundraising lead for the board but is now the chair of the friends group. Do we need to have another board member lead this subcommittee?

The **Lobbying** goals from 2022-2023 will carry over. Kate will pick dates and plan training.

The board discussed the goals and added the following:

- Fundraising is controlled by the Friends, so it cannot be a goal of the board; however, the board should be responsive to the friends fundraising goals
- The board can provide a prioritized list or summary of areas within the library that the , Friends can support such as the Senior Corner and Summer Programs
- Change the Fundraising goal to Friends Interactions
- Continue to provide names and addresses for solicitation; make it more personal with handwritten notes
- Check the bylaws for term limits
- Increase new board members; establish “classes” to retain institutional memory and so that the entire board does not leave at one time.
- Strategic Plan should be added as a new goal with Mark as the lead.

The board self evaluation will be sent to assist with our goal setting.

## **Director’s Report**

The former reference librarian intern will not be able to come in for Laura who will be out on maternity leave.

The library has received the keys to the building next door (47 Lansdowne Ave.) and locks have been rekeyed. Additional parking is now available. The slate roof will need to be repaired, and Bill is waiting for the results of the mold test to come in. The old, non-functioning oil tank in the basement will be removed on Thursday.

The library was closed for two days due to snow. Mark asked whether hourly employees were paid when the building is unexpectedly closed. Bill said that they do not, but there are training and education opportunities on those days for which they are paid.

### **Boro Report**

Will said that the dates of the 125th Anniversary events will be discussed at the Boro meeting next week. He is also asking for the ad hoc building committee meetings to continue with the leadership change in council.

Will is visiting with a Havertown borough member about their building process and funding for their new library.

### **Performance Review**

Board should send feedback about Bill's performance review. Note: the review is not tied to salary increase.

### **Next Meeting**

The next meeting will be on Tuesday, March 19 in the Bany Room.

The meeting was adjourned at 8:06 p.m.

JZ/3-4-24

Rev. 3/9/24