

Lansdowne Public Library Meeting Minutes
February 17, 2026

Attendance: Sarah Berkowitz, Marie Campuzano, Mark Lewis, Ellen Lustgarten, Bill Paterson, and Councilwoman Jayne Young were in attendance. Jobi Zink attended via Zoom. Julian Shendelman was absent.

The meeting was called to order at 7:00 P.M.

Council Report

Jayne Young attended the Library Board meeting in place of John Green, council liaison. The council report was moved to the beginning of the meeting from its usual place on the agenda. Jayne announced that the estimate for the new library build project came in at \$6.9 million. The borough has \$1M available to be used as matching funds for grant requirements such as with Keystone Grants. The Board and Jayne agreed that an RFP for a professional fundraiser to oversee the Capital Campaign to fund the Library Building Project was required.

The Board and Jayne discussed whether the borough or the library should put forth the RFP, and whether the fundraising professional or the Ad Hoc Building Committee would flesh out the action plan and responsibilities for all parties.

Jayne reported that she met with Senator Tim Kearney and State Representative Gina Curry. Jayne provided the history of the library and the decision to build and improve the current site. She hoped that they would be able to direct us to specific granting programs, and help find someone to do the RFP. Marie wanted to ask Haverford Library what grants they applied for. Bill is familiar with the person who worked on the building project for Upper Dublin and will send the contact information to Jayne. Jayne and Borough Manager Debbie Broedeur will reach out to Tim from Upper Dublin for information. This should provide us with guidance for our next steps.

The board discussed posting information about the Library Building Project on both the borough and library websites. Bill will write the messaging for the Library and send it to council for approval.

Though there is nothing in the Strategic Plan that is dependent on the new building Mark did not want to publish the Library Strategic Plan without the borough being aware. Jayne will mention both the intent to find a fundraising person to spearhead the Library Building Project and the Library Strategic Plan as part of the Ad Hoc Building Committee report for the Borough Meeting in March.

Minutes

Marie noted that the January Friends meeting was cancelled due to the holiday and the weather. Ellen made a motion to approve the minutes with this change. The motion was seconded by Mark and the minutes were approved.

(Revised minutes were sent to Bill Paterson on February 19.)

Treasurer's report

Bills paid this month totaled \$4,242. \$3,072 (77%) was spent on collections including books, DVDs, a kids karaoke system, and chair fidgets. Money left over from 2025 went to paying Hoopla in advance.

Ellen provided the Treasurer's report for January. The account balances for January 31 were as follows:

\$6,034	Checking Account
\$12,101	Money Market
\$1512,208	PA Invest
\$94,564	Vanguard
\$265,280	Total assets.

January YTD Budget vs. Actual Report

Total revenue for the month was \$63,600 including \$61,000 from the borough. Total expenses were \$65,010, leaving a deficit of \$1,409. 2.62% of the total expenses were for the collection.

The 2026 budget includes salary for a part time person (12.5 hours/wk). Bill will be putting together the job description shortly.

Mark asked whether the invested money could be applied to the building project. The money is intended for library programming. A portion of the money from the Vanguard account could be applied to the campaign fund once it is established, but is only a tiny fraction of the overall project budget (\$6.9M)

At the January meeting, the board discussed that receiving over \$50k of funding would require a full audit. We will need to decline the funds that we were going to receive from the county due to redistributing funds from Glenolden as this will push us above the threshold. The board agreed that spending \$7k in an audit to bring in \$2k reflected a problem and flaw with the auditing system.

Mark made the motion to accept the treasure's report and the budget. Sarah seconded the motion. There were no objections and the motion was carried.

DCLS Meeting

Mark will be attending the DCLS meeting on Thursday

Library Trustees are invited to the State Legislative Breakfast at the Middletown Road Library at 7:30 a.m. on March 6. Bill and Marie plan to attend.

Friends of the Library

The Friends held their meeting on February 3. They are receiving responses to their annual membership appeal. The Friends is rethinking their June event. It was intended to reflect America 250 but the group is already booked.

Strategic Plan

Mark made the small changes recommended at the January board meeting. Rather than “starting in 2026” sections state “in 2026” as the year is already underway. The board agreed that we needed to track our progress on each goal.

There are some edits needed for the public-facing commentary with an introduction from Mark to align it more closely with the library brand. The summary before each goal was praised, as it makes the purpose of each goal clear.

Links to the initial survey results and the graphics created from it will be included with the strategic plan on the website for full transparency and to allow everyone to see how the goals were created. Links to past Strategic Plans will also be included on the website, as links to past annual reports and minutes from the board meeting are.

Ellen made a motion to accept the strategic plan. Marie seconded the motion. There were no objections and the motion was carried. Mark and Julian were praised for their hard work on bringing the Strategic Plan together.

Board Recruitment

People from East Lansdowne and Upper Darby have submitted applications for the vacant board position and others from Lansdowne have vocalized interest but have not submitted applications. Several issues with the application process were discussed: the application on the borough website is a generic “interest in involvement” and anyone who submits their application this way will be asked to complete the library-specific application that is posted on the library website—which must be filled out by hand and delivered in person as there is currently no electronic method of submitting applications; the application does not state that board applicants must be Lansdowne residents. There is no residential requirement to belong to and/or participate with the Friends of the Library group.

Mark suggested that the Governance Committee could discuss with the Borough the idea of expanding the board beyond 7 members, with the idea of having a board member from one of the surrounding towns. Though small, Lansdowne library is considered a hub library that is actively used by people in surrounding towns that do not have their own library. Marie thought it would be problematic for board members to make decisions about the library when their tax dollars are not supporting the library.

No action steps were made.

Board Training Report

Sarah reported on the Trustees Training meeting that she and Mark attended in November. The focus was on ensuring that board meetings were organized, followed a set agenda, and to start and end on time. Sarah and Mark both felt that our board already did this. The anticipated time for each agenda section should be indicated to keep the meeting flowing. Following a motion and decision structure during the meetings, and then reviewing action items at the next meeting was one recommendation that we could improve. Additionally, sending materials for the board to review well in advance was recommended.

The new policy on public comments at Library Board meetings will be added to the end of each meeting agenda.

Director's Report

Bill reported that the mirror at the alley exit had been fixed but was not quite correct. Marcus will work on it again. Bill was working on the annual report.

Public Comments

There were no public comments.

Next Board meeting

The next meeting will be on Tuesday, March 17 at 7 in the Bany Room.

Ellen made the motion to adjourn the meeting. The motion was seconded by Sarah and the meeting was adjourned at 8:20 P.M.

JZ

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