TMPL Board Meeting Minutes
January 25, 2024

Attendees: Angela Demarco, Sarah Kratz, Donna McBride, Linda West, Diane Shannon
Absent: Maura Kennedy, Dave Bradley, Kelli Bradley
Visitors: none

Call to order:
6:32 PM by Sarah

Agenda:
Diane moved to approve the agenda, seconded by Angela for a unanimous vote.

Minutes:
Donna moved to approve the final November 30th, 2023 meeting minutes, seconded by Angela for a unanimous vote.

Public Comment: none

President's Report:
None

Director's Report:
Copies of full report were provided via email to trustees.
Linda reported the following:

- Staffing at acceptable levels
- Attendance is inconsistent due to weather issues. Linda willing to open late to accommodate transportation delays.
- Personnel policy on sick leave/vacation usage needs to be specifically defined. Employees cannot "swap out" sick leave for vacation or vice versa. *Action: Linda to develop policy revisions.*
- Abbreviated Training – 3/15/24 Final Annual report to the state due.
- County Update: Getting new FAX machine.
- Still interviewing for library director – DELCO Library system. Asking for 1 rep in the whole library system.
- Phoenix completed fire inspection – it's now up and running.
- Dumb waiter is inspected by APEX – it needs work; very old. *Action: Linda In process of contacting a contractor.*
- Janitorial services are not up to par. Age and physical ability of person impacting his job efficiency. Contractor kept same pricing for 5 years. *Action: Linda to investigate alternate sources.*
- Money approved for Township not yet received. It gets direct deposited into Library's account. *Action: Sarah/Diane will check status.*
- Egg cartons (cardboard or Styrofoam) needed for Mother's Day Event. *Action: Everyone to provide if possible by May*.
- Teacups needed for Teacup Garden Event for adults*. Action: Everyone to provide if possible by April*.

Treasurer's Report:

To be tabled until next meeting held on March 28, 2024.

DCLB Meeting:

- Cancelled – February is last meeting as virtual.
- Upcoming Trustee representation is scheduled as follows:
  - February 15th – Diane
  - April 18th – Sarah
  - June 20th – Dave/Kelli
  - August 15th – OPEN
  - October 17th – Donna
  - December 19th – Dave/Kelli

Old Business:

- *Still Open*: Dave raised a question about the term limits in the Bylaws and suggested the Bylaws need to be revised and amended.

New Business:

- None

Announcements:

- Attendance - if unable to attend Tinicum Board meeting a zoom meeting will be set up for you and instructions for that will be in the agenda.

- Commissioner's Meetings:

  - February 20th, 2024
  - March 18th, 2024

- Future Library Board Meeting Dates: (Available via zoom if needed.)

  - March 28, 2024
  - May 30, 2024

Action Items:

- *Still Open:* Review language related to length of officer terms in Bylaws.
- Library has an Institutional Membership. Virtual Workshop – *Action: Sarah looking into cost*.

Adjournment:

- Linda moved to adjourn the regular meeting @ 6:59 pm.
- Motion seconded by Angela; passed unanimously.

Next Meeting: Thursday, March 28th 2024 at 6:30 PM