TMPL Board Meeting Minutes
July 25th, 2024

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

Call to order:
6:40 PM by Dave

Agenda:
Kelli moved to approve the agenda; seconded by Liza for a unanimous vote.

Minutes:
Kelli moved to approve the May 28th, 2024 meeting minutes with noted corrections; seconded by Angela for a unanimous vote.

Public Comment: none

President's Report:
Request to skip July summer meeting – Linda to check by-laws.

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

Old Business:

1) Summer hours started (6/29 to 8/31). Can close Saturday early for 10 weeks but still need non-standard hour requirements. Will request non-standard waiver for 2025. Current attendance statistics are needed to support 2025 waiver request.
   Status: Update not available at this meeting.

2) Annual report submitted and passed county level. Waiting for final approval
   Status: Update not available at this meeting.

3) Personnel policy on sick leave/vacation usage needs to be specifically defined. Employees cannot "swap out" sick leave for vacation or vice versa. Linda to develop policy revisions.
   Status: Update not available at this meeting.

4) County Update: Library getting new FAX machine.
   Status: Update not available at this meeting

5) Janitorial service issues still continue.
   Status: Linda will start getting quotes and determine who other libraries use.

6) Proposed printing cost increase from 15 to 20 cents for black/white and 25 to 30 cents for color. If approved, proposal will go to county council by October for decision.
Status: Increase needs to be system wide. Each library to determine their own increase.

7) Child abuse clearances for Trustee Board Members:
Status: Submit to Tinicum Library Director who will keep all clearances on file in office. Designate "volunteer" on form to preclude paying fees.

https://epatch.pa.gov/home PA State Police Criminal History Clearance
https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx PA Child Abuse Clearance

New Business:

1) Staffing – Based on resignation of Ayanna Madison on 6/23, there are no plans for hiring replacement at this time. Linda is currently fulfilling this role. Discussions centered on payment options for Linda's additional role both current and retroactive. See Executive Session minutes below for further information.

2) Employee paycheck direct-deposit banking issue – account is currently frozen. Current paycheck process is writing check which incurs a fee. Board agreed to writing check now with employee pick up. Will go back to direct deposit once account issues are cleared up.

3) Re-Thinking Libraries – Upcoming system-wide stakeholder groups and task force. Tinicum Library now grouped with various DELCO Libraries. Library merging opportunities discussed. Task force will make recommendations. Approx. 3 meetings will occur July through December.

4) County funding has been reduced based on a calculation – state budget passed with no reductions – Tinicum Library budget has been restored to what we had many years ago.

Treasurer's Report:
No updates available.

DCLB Meeting:

- Zoom meetings will continue as an option to attend DCLB meetings.
- DCLB Meetings – Point of Contact: Anny Laepple, Assistant Director/District Consultant. All meetings held at the Media Government Center, 6:30 PM or via Zoom. Register prior to attendance. Delaware County Library DCLB meeting minutes can be found at: Delaware County Libraries' Board of Directors | Delaware County Library System (delcolibraries.org)

- Upcoming Trustee representation is scheduled as follows:

    - April 18th – Sarah
    - June 20th – Dave/Kelli
    - August 15th – Maura
    - October 17th – Donna
    - December 19th – Dave/Kelli

  Highlights of DCLB June 20th meeting –
  County payments will be coming in August. Kanopy Kits purchased – unlimited viewing. State aid – waiver assessment – need to apply for state aid now – later on, plans for state aid. Museum Key – Upcoming – will be able to reserve passes online. Summer ready kickoff reimbursement. $500 museum passes – reimbursement.

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.

- 2024 Commissioner's Meetings (6:30 PM-3rd Monday of each month):

    - April 15th, 2024
    - May 20th, 2024
    - June 17th, 2024 - Sarah
    - July 15th, 2024
    - August (NO MEETING)
    - September 16th, 2024 – Kelli (end of summer report)
    - October 21st, 2024 - Maura
    - November 18th, 2024 - Donna
    - December 16th, 2024

  Highlights of Commissioner's June 17th Meeting:
  Sarah's discussion occurred during Public Comment. She talked at length about upcoming events – well received. Commissioners requested Tinicum Library be listed as an Agenda item. If we go regularly, let them know. Mr. Scheiber identified as individual to discuss 501(c)3 designation.

- 2024 Library Trustee Board Meeting Dates: (Available via zoom if needed.)
    - March 28, 2024
    - May 30, 2024
    - July 25, 2024
    - September 26, 2024
    - November 21, 2024 (Thanksgiving 11/28)

Adjournment:

- Kelli moved to adjourn the regular meeting at 7:46 PM.
- Motion seconded by Sarah; passed unanimously.

Next Meeting: Thursday, September 26th 2024 at 6:30 PM