TMPL Board Meeting Minutes
March 28th, 2024

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

Call to order:
6:36 PM by Dave

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

Minutes:
Maura moved to approve the January 25th, 2024 meeting minutes, seconded by Diane for a unanimous vote.

Public Comment: none

President's Report:
None

Director's Report:
Linda reported the following:

- Staffing and attendance are now at acceptable levels.
- Summer closings – there will be non-standard hours for summer. Need to maintain standard of excellence in order to receive adequate funding levels – approximately 45 hours a week. 10 weeks – non-standard – end of June to Labor Day weekend. Without a 6/23 start, the adjustment finishes up at 8/31. Stats are needed for attendance to ensure non-standard hours are in compliance.
- The annual report was submitted – it passed county level. Waiting for final approval.
- Solar glasses for the upcoming April 8, 2024 eclipse is now available for our patrons. Supply of 500 glasses available.
- 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. Update not available at this meeting.*
- County Update: Getting new FAX machine. *Update not available at this meeting*
- Current action on Dumb waiter repair is now closed per Linda. Plan is to put elevator in building in compliance with ADA and energy efficient guidelines.
- Janitorial services issues still not up to par. Age and physical ability of person impacting his job efficiency. Pricing advantage since contractor kept same pricing for 5 years. *Action: Linda to investigate alternate sources. Update not available at this meeting*
- Money approved for Township received.
- Peaked Roof repairs are now approved and in process.

Treasurer's Report:

To be tabled until the next meeting held on May 30th, 2024.

DCLB Meeting:

- Zoom meetings will continue as an option to attend DCLB meetings. Thanks to all Library Board members for communicating insistence for remote attendance!
- DCLB Meetings – Point of Contact: Anny Laepple, Assistant Director/District Consultant.
- All meetings held at the Government Center, 6:30 PM or via Zoom. Register prior to attendance. Linda will send out link to respective Trustee representative prior to meeting.
- Upcoming Trustee representation is scheduled as follows:

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

Old Business:

- Term limits in the Bylaws have been revised and amended.

New Business:

- Child abuse clearances were discussed and encouraged for all members. Linda sent out links via e-mail on 3/28/24. For convenience, here are the links for the clearances as discussed at the board meeting. You can also access the PA State Police link directly from the DHS site. TI Director will keep all clearances on file in office.

  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

- Tinicum Township Memorial Public Library By-Laws were reviewed. The following edits were identified during the meeting:
    - Article III – Change meeting time to “6:30 PM.”
    - Article IV - Strike sentence - “Members of the Library board are appointed for a 3 year term and may be reappointed by the Board of Commissioners at the end of their term without limitation.”
    - Article IV - Add “if feasible” to end of sentence - “terms of 2 members will end each year.”
    - Article V – Strike sentence “the office of president cannot be held by the same person for more than 4 consecutive years.” Add under Secretary heading - … “meeting and distribute to all board members.” Remove the sentence – “duplicate these minutes and provide them to the members at the next Library Board meeting.”
    - Correct Article VIIIII to IX.

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
    - July 15th, 2024
    - August (NO MEETING)
    - September 16th, 2024
    - October 21st, 2024
    - November 18th, 2024
    - December 16th, 2024

- 2024 Library Board Meeting Dates: (Available via zoom if needed.)

    - March 28, 2024
    - May 30, 2024
    - July 25, 2024
    - September 26, 2024
    - November 28, 2024 (Thanksgiving 11/21)

Action Items:

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

Adjournment:

- Diane moved to adjourn the regular meeting at 7:21 pm.
- Motion seconded by Sarah; passed unanimously.

Next Meeting: Thursday, May 30th 2024 at 6:30 PM