

# TINICUM TOWNSHIP LIBRARY BOARD MINUTES

September 28<sup>th</sup>, 2017

<b>Attending:</b>	<b>Joan Casel</b>	<b>Michelle Hummel</b>
	<b>Patricia Coleman</b>	<b>Carol Parsons</b>
	<b>Angela DeMarco</b>	<b>Bev Simpkins</b>
<b>Absent:</b>	<b>John Anderson</b>	<b>Linn Anderson</b>
<b>Guests:</b>	<b>Art Perdunn</b>	<b>Mr. Dobi</b>

The meeting was called to order at 7:00PM by President Bev Simpkins.

Roll call was taken as there were two guests at the meeting.

President Simpkins informed the guests that the board has set a time limit of 10 minutes for each guest to speak.

## PUBLIC FORUM:

Mr. Dobi suggested a salary increase for library staff—he mentioned that the Police Department would be receiving a 3% increase. He also mentioned that the chairs at the computer stations should be replaced.

Mr. Perdunn mentioned that a book entitled “The Black Lives Matter Movement” should not be in the library as he feels it is propaganda.

Minutes from the last meeting (July 27<sup>th</sup>, 2017) were approved.

## PRESIDENT’S REPORT:

President Simpkins attended the DCLB meeting on September 7<sup>th</sup> at the Ridley Township Library. At the meeting, it was mentioned that the library administrative computers are being replaced.

In addition, it was mentioned that the county meetings would be every other month. The dates for 2018 are: February 1<sup>st</sup>, April 5<sup>th</sup>, June 7<sup>th</sup>, August 2<sup>nd</sup>, October 4<sup>th</sup>, and December 6<sup>th</sup>. We must attend five of these meetings to qualify for grant money from the county.

Next, Bev brought up that Joan wants to step down as secretary to the Board of Trustees. Michelle Hummel agreed to replace Joan and asked at the meeting if anyone would mind if she recorded the meeting for purposes of transcribing the minutes. There were no objections.

#### LIBRARY DIRECTOR'S REPORT:

##### PROGRAMS:

- Early Movie Day: We showed "Charlotte's Web" on September 27<sup>th</sup> @ 1:30 PM. Wawa provided free soft pretzels.
- Mystery Book Club: 2<sup>nd</sup> Wednesday of the month with attendance ranging between 6-8.
- Preschool Storytime: Fridays and varies in attendance between 10-14 children. September's theme was "Celebrate America Month"
- Knitting/Crochet Club: Thursdays @6PM, attendance varies between 6-8
- Lazaretto Friends Group: Met on September 14<sup>th</sup>
- Interboro Mystery Readers: Continued through August with 5-10 attending. This was the first time this program was offered and the children seemed to enjoy it. At the September School Board Meeting, all the local libraries and the Interboro employees who participated were acknowledged for their ongoing support of Interboro students during the summer months. Lori represented our library at the presentations.
- Summer Reading Club continued through August with good attendance of 16 to 25 children. The programs were brought in from both Winterthur and the Swedish museums were enjoyed by all.
- The Fun Children's Safety Program: took place on August 2<sup>nd</sup> @ 11AM with 7 attending
- Cookbook Club: Met on September 20<sup>th</sup> @ 6PM with 7 attending
- Adult Yoga: Being discontinued at this time since our instructor is unavailable. We are searching for a replacement for the fall/early winter with hopes that Julie will be able to pick it back up next year.
- A Not-So-typical Campfire Story was presented by storyteller Don Dougherty at the After School Fun Club on September 21<sup>st</sup> with 35 children attending.

##### MEETINGS/WORKSHOPS:

- Carol attended the Director's Meeting on August 17<sup>th</sup>.
- Carol and Linda attended the "Basics of Excel" at DCLS on September 6<sup>th</sup>. In addition, Carol is also part of the Training Committee through DCLS which met in August and is planning an All Staff Training Day, which is scheduled for April 12<sup>th</sup> from 9:30AM-4:30PM. This is a Thursday and all staff are encouraged to attend, so we will need to decide if we are closing the library, and, if so, the township will need to be notified.

##### BUILDING UPDATES:

- The carpets and furniture were cleaned by Jim Dukenfield on August 15<sup>th</sup>.
- Director Parsons requested a quote from a local countertop company (Top of the Line) for the cost of custom installation of counter work to replace the two desks in the work room that are in need of being replaced due to wear and tear. The company came back with an offer to install the custom job as a donation to the library at no cost. Carol accepted the offer and the work should be done soon.

#### OTHER NEWS:

- In response to a concerned patron, the IT department of DCLS was consulted with questions. It was confirmed that the procedure for the situation when a public computer freezes and receives a pop-up notification that the computer is potentially infected and that Microsoft must be contacted is to shut down the computer and restart it. It must be a complete shut-down in order for the memory to be cleared and for the computer to return to normal working condition. The staff has been instructed to do so in the event this takes place again. Under no circumstances are we to follow the instructions coming from the pop-up message. This is a somewhat common occurrence throughout the County, as well as for personal computers. It is not a serious threat but is considered a random electronically-generated “phishing scam” to scare people into paying money to have their computer supposedly updated.
- The library is attempting to find potential instructors for yoga and/or women’s self defense classes.
- The seven ipads have been set up and are now in use in the library.

#### UPCOMING EVENTS

- “I Want My Mummy”: October 7<sup>th</sup> @ 1PM in Town Hall
- “Hog Island” with Bill Moller: October 18<sup>th</sup> @ 6:30PM in the main floor of the library
- Cookbook Club: October 18<sup>th</sup>, November 15<sup>th</sup>, and December 20<sup>th</sup>
- Early Day Movie: October 25<sup>th</sup>
- Mystery Book Club: October 11<sup>th</sup>, November 8<sup>th</sup>, and December 13<sup>th</sup>
- Lazaretto Friends Group: September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup>.
- Preschool Storytime: Fridays @ 12PM in October, November, and December
- Infant Storytime: Wednesdays in October @ 11AM
- Knitting/Crochet Club: Thursdays @ 6PM
- Creepy Corner Halloween Fun: October 26<sup>th</sup> @ 6:30PM
- Winter Wonderland Party with Elsa: December 7<sup>th</sup> @ 6:30PM
- Book Sale: November 4<sup>th</sup>-November 11<sup>th</sup>
  - Bake Sale: November 4<sup>th</sup>
  - \$1 Bag Day: November 11<sup>th</sup>

## OTHER BUSINESS:

- The board discussed the All Staff Training Day on April 12th. The library will have to be closed if staff attends.
- The library has to be open 45 hours a week as opposed to the 39 hours it is currently open weekly, which was all that was required for small libraries in the past. This will mean the library will have to be open an additional 6 hours per week. The new hours are to go into effect January 1st, 2018. It was discussed that the library should be open at 9:30AM Monday, Wednesday, and Friday and close at 4PM on Friday. The library will have to be open all day on Thursday beginning at 9:30AM. This will pick up the additional 6 hours required. Linda and Anna will pick up the extra hours required on Thursday.
- Director Parsons had a meeting scheduled for an individual regarding self-defense but the person did not show up for the meeting.
- The Holiday Party: Santa will make an appearance. Tara Miller will put together a “Frozen” program- her fee is \$200. Chris Templin will be doing face painting.
- Carol asked Joan Casel to write a thank you card to the three individuals who took care of the vegetable gardens all summer.
- Carol applied for a grant and received a large supply of wooden blocks and toys for the preschoolers, plus a rolling cart. This came as a surprise to the staff, as the library was not notified that we received the grant. The library will be offering the required block parties on a regular basis in the new year.
- Museum passes for the new American Revolution Museum in Philadelphia may be available- Carol will try to get a supply for the library.
- A request was put in to Carol from one of the staff for the book club to have food at every meeting, with the library providing the funds for this expense. The board decided against this.
- The Personnel Policy, which has been updated by Patricia Coleman, Joan Casel, and Director Parsons, was given to all of the board members. A motion was made and passed to accept the new Personnel Policy by the board.
- Every 3 to 6 months, the library will sell chances on a raffle basket to raise money for the library.
- The bequest of \$20,000 had the request that their be some recognition displayed in the library in the name of Harold and Laura Stevens (Jayne Phillip’s parents.) For that reason, Director Parsons asked Anna Duncan what she thought would be an appropriate way to fulfill this request. Anna recommended that a piece of artwork would be wonderful and chose a print for us to order.

## TREASURER’S REPORT:

- The library received the county aid contribution and this will be in September’s report

- Pat Coleman submitted reports for July and August. The reports were reviewed and a motion was made and passed to accept them.
- A motion was made and passed to pay the bills.

The next board meeting will be November 30th, 2017.

The meeting was adjourned at 8:20PM.

Respectfully submitted,

Joan Casel