Minutes of TINICUM MEMORIAL PUBLIC LIBRARY
Board of Directors' Meeting- 9/26/24

Attendees:

David Bradley, *President*
Sarah Kratz, *Vice President*
Kelli Bradley, *Treasurer*
Diane Shannon, *Trustee*
Liza Daly, *Trustee*
(via Zoom) Maura Loder Kennedy, *Trustee*
Linda West, *Library Director*

Absent:

Donna McBride, *Secretary*
Angela Demarco, *Trustee*

Meeting Called to Order @ 6:33pm
by President David Bradley

Motion to Approve Agenda made by Sarah
and seconded by Kelli for a unanimous vote

Motion to Approve Minutes of 7/25/24 meeting
made by Kelli and seconded by Sarah for a unanimous vote

Public Comment: [NONE**]**

President's Report

President Dave Bradley proposed the following revisions to bylaws *(last approved 3/7/2000 and last distributed 9/23/24)*:

- meeting time shall be 6:30pm, not 7pm
- meetings shall be held January, March, May, September, and November
- proportionate with the reduced number (from six to five) of meetings annually, the number of meetings missed (without prior notice) which shall be cause for a member's dismissal from the board will be three (3) instead of four (4)

All members present indicated agreement with the proposed revisions and a vote upon the issues was slated for the 11/21/24 meeting.

Director's Report

1) Staffing-Lucas Halter has been hired as part-time library personnel, working 20 hours per week. Linda noted that he is a willing, capable, and reliable worker, although not yet the self-starter she hopes he will become under Jen's guidance.

2) Janitorial Services provided by Hermes Brothers Commercial Cleaning Services have been very satisfactory, Linda reported, and the deep cleaning was done, with great results and improved air quality achieved. Linda noted that a Hermes Bros representative calls often to check on job performance and customer satisfaction.

3) The proposed increase in printing costs for patrons (from 15 cents to 20 cents for black&white copies, and from 25 cents to 30 cents for color copies) has been approved by the county and will go into effect January 2025.

4) A new district consultant has been selected, but the name of the new hire has not been announced.

5) HOT-Spots

- all but one of the library's Hot-Spots provided by T-Mobil are now off
- an invoice erroneously charged for usage during a period when an automatic shut-off should have

occurred (after 90 days of non-use) will be resolved by the account manager's correction or by application of allocated state and federal funds

- the FCC approved additional Hot Spot funding for disbursement in July of 2025
- a fine assessed for the very late return of a HotSpot by a member of another library's Board of Directors resulted in a "scathing" letter from that patron

Board members concurred in the opinion that the levying of the fine was a correct and necessary action.

CORRECTIONS to the minutes of 7/25/24/ meeting

1) Regarding the employee paycheck direct-deposit issue, Linda noted that the fee mentioned in the minutes of the previous meeting should have said that the fee imposed by the bank was to cover the cost of having copies of cashed paychecks mailed to TMPL, not a fee imposed for the writing of checks.

2) It should be noted, Linda said, that the budget which was restored to what it had been in previous years is the *state* budget, not the Tinicum Memorial Public Library Budget.

Treasurer's Report

1) Kelli reported that she has completed reports through June 2024, that she is considering a switch (in January 2025) from Quicken to Excel for Treasury reports and will inquire about obtaining a workable template from Township administrators.

2) On the topic of Phoenix Security Systems' billing, Linda suspected that TMPL might have been billed twice for the recent module replacement necessary and observed that the service is not 100% satisfactory. Kelli will check on the billing, and Linda and Sarah discussed whether the service contract should be reviewed and if it could be found at the Township Commissioner's office.

NEW BUSINESS

1) Linda noted that Mandatory Reporter Training for employees will be held 11/14/25 at TMPL. A Delaware County Youth Services Director will coordinate and conduct the training.

2) 501c3 designation- Dave will send an email to Tinicum Township Manager David Schreiber inquiring about (township counsel) Sam Auslander's progress towards the library's quest for 501c3 status.

3) Nominations for Board offices were solicited by Dave and submitted by members present. Voting will occur at the 11/21/24 meeting.

Adjournment:

Motion to adjourn the regular meeting at 7:15pm was made, seconded, and approved for a unanimous vote.

Next Meeting: Thursday, November 21, 2024 at 6:30 PM.