

Tinicum Memorial Public Library Board of Trustees Meeting Minutes

July 29th, 2021

Held at the Lazaretto Building

Attendees: Dave Bradley, Kelli Bradley, Pattie Coleman, Angela DeMarco, Kari Dukes, Donna Kenish, Diane Shannon, Linda West

Call to Order: 6:30PM by Angela Demarco

Topic: Minutes from Last Meeting

- A motion was made to accept the minutes from the May 2021 meeting. The motion passed unanimously.

Topic: President's Report

- Welcome to new board members (Kari and Diane)
- Basement
 - Meeting being held at the Lazaretto is only temporary, the town meeting rooms are a good back-up.

Topic: Director's Report

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- The library has been holding both hybrid and in-person programs.
- Crochet club is back in-person.
- Book club has been in-person and social distancing. Linda highlighted the growing attendance and credited the program's success to Carole Lamarr's work.
- Statistics: Linda credits Tori for the continued growth of the Instagram and Tiktok accounts. The "Friday Facts" Instagram series got a shoutout from CSLP.
- Big Ted: A huge stuffed bear was donated to the library by local author Christen Cooper. He now has an Instagram account, his own page on our website, and is featured in virtual storytimes.
- Meetings/ Workshops/ Training:
 - The library staff meetings in June and July.
 - Linda attended the Board Governance series. These trainings are available through Niche Academy. Linda will send everyone the links so they can view them.
- ARPA funds: The county is supposed to receive \$100M, but it has been put on hold. They have until 2026 to spend the money.
- Library Foundation: The foundation hired a Development Director (Mary Pat Lynam)
 - She is planning to visit all of the county libraries to help the foundation develop a strategic plan.
- Policy Committee:
 - Considering automatic renewals on eligible items, but there are concerns about renewal notifications/ courtesy notices.

➤ Building Updates:

- The repairs to the front of the building (March 2021 car accident) have been completed.
- One step is shorter than the rest but people seem to have gotten used to it.
- Basement:
 - It has been almost a year since the flood occurred (August 4th, 2020)
 - The floor is two-toned. The painter felt this was the fault of the paint. A tech from Sherwin-Williams came out and took samples to take back and determine if the paint was the cause of the issue. Angela and Linda were present when the painter and tech came to the library.
 - Linda and Angela addressed the ventilation issue with the painter for when the floor is repainted and were told by the painter that there was nothing he could do ("It is what it is," etc.) He said he was afraid to use fans for ventilation because of potential sparks and claimed he was not aware battery-powered fans existed. The painter wants Linda to be responsible for ventilating the building.
 - David Schreiber let the highway department know we may be in need of fans to ventilate the building, so they may lend us some.
 - David does not think the township should have to pay again for the floor to be painted, so we are waiting to hear from Sherwin-Williams to see, if the issue was the paint's fault, if they will cover the cost of repainting the floor.
 - Linda was told that Pat McCarthy will be taking care of the cove base in the basement.
- Beanstack Reading Challenges:
 - The Tails and Tales challenge ends August 22nd, but the Reading Glasses challenge will continue through the end of the year.
- Journey Across Delco:
 - We have given out at least 15 raccoon craft kits.
- Website:
 - Big Ted
 - The Board of Trustees now has their own page with the archived minutes we have found, as well as the board application.
- Policies:
 - Policy book is updated. Copies of Library Code of Conduct and Youth Behavior Guidelines are available at the front desk.
 - Staff has been reminded about the policy book due to an incident with a parent who was upset that staff members were enforcing the Code of Conduct by telling their children not to play dangerously on the front steps.
 - Due to this incident, we now also have the Code of Conduct hanging inside the library.

- Garden:
 - The board members are invited to come take the produce that is growing. Typically, we would give it to the public and take any monetary donations made from it to Loaves and Fishes, but there is not enough traffic in the library to do that this year.
- Museum Passes:
 - We received a pass to the Brandywine Conservancy and Museum of Art through a grant from PECO.
- Conference Request:
 - Linda is requesting to attend the PALA Virtual Conference on Sept. 27th-29th. The cost to attend this conference is \$190 for members.
 - Pattie made a motion to pay the \$190 for Linda to attend the conference. Diane seconded the motion. The motion passed unanimously.
- COVID-19:
 - The CDC now recommends that everyone wear masks indoors, regardless of vaccination status. This is not mandated in PA, so we are asking patrons to wear their masks but staff is not expected to check vaccination status or argue with patrons who refuse.
 - Staff is required to continue wearing masks.
- Upcoming Events:
 - Frozen Escape Room: August 6th in-person. There is also a Frozen raffle and the winners will be chosen at the event. The basket has two large Elsa and Anna dolls that were donated, as well as a book and a puzzle.
 - Summer Quest Closing Program: August 18th outdoors.
 - Virtual Cupcake Decorating Class: August 9th ZOOM. Tori found a chef who offered to do the class for free.
 - Outdoor Storytimes: We have done 2 so far. The last one went really well and had kids from outside of Tinicum attend. We have two more coming up in August.
 - Outdoor Movie: August 30th. The county purchased an inflatable movie screen that the libraries are all allowed to use. Staff has been putting bookmarks for the event in books at check-out. We plan to sell refreshments.
 - Kari offered to help run the refreshments stand.
 - Marple is also having an outdoor movie soon and they are having an ice cream truck coming to theirs. Diane said that Tammy at the township has the number for Mr. Softee.
- National Library Card Sign-Up Month:
 - There is no movie character picked for this year so we may do our promotions using Big Ted.
- Hours:
 - Summer hours began in late June. We are open 9AM-1PM on Saturdays.

- Regular hours begin again on September 11th. We will be open 9AM-4PM on Saturdays.
 - We are closed on Labor Day.
 - DCLB Meeting:
 - Next meeting is August 5th. They are now held on ZOOM instead of Facebook Live, so you must register to attend.
 - Linda will send out the registration links.
 - Commissioners Meeting:
 - The next meeting is September 20th.
 - Trustee Training Workshops:
 - The next workshop is October 14th at 7PM on ZOOM
 - It is mandatory that 2 trustees from each library attend.
- Furniture:
- Dave Bradley inquired about replacing the furniture that was ruined in the basement flood.
 - Linda explained that we have not replaced the furniture yet, partially because the floor is not finished.

Treasurer's Report:

- Audit is complete.
- Motion: Kari made a motion to pay the bills. Dave seconded the motion and it passed unanimously.

DCLB Meeting:

- Pattie attended the last meeting.

Miscellaneous:

- There has still not been a roofer out to check on the leaks that have been occurring. The last time a roofer came, Linda was told the solar panels were part of the problem.

Action Items & Follow-up:

Linda will email everyone the links to view the Board Governance trainings on Niche Academy.

Linda will email everyone the link to register for the DCLB meeting.

Linda will email everyone the link to register for the Trustee Workshop.

Linda will obtain the number for Mr. Softee.

Linda will let the volunteers for the outdoor movie know what time to arrive.

Next Meeting: September 30th @ 6:30pm

Meeting Adjourned: 7:38PM

- Pattie made a motion to adjourn the meeting. Diane seconded the motion. The motion passed unanimously.

Respectfully submitted, Linda K. West, Director