

TMPL Board Meeting Minutes September 29, 2022

Attendees: Dave Bradley, Kelli Bradley, Diane Shannon, Pattie Coleman, Angela Demarco, Linda West.

Absent: none

Visitors: none

Call to order:

6:30PM by Dave

Agenda:

Patti moved to approve the agenda, seconded by Kelli for a unanimous vote.

Minutes:

Angela moved to approve the meeting minutes, seconded by Patti for a unanimous vote.

Public Comment: none

President's Report:

Dave consulted with Police Chief Jim Simpkins regarding the two security camera proposals and he preferred Phoenix Security Systems, Inc. because it can integrate with the cameras in the Township.

Dave presented the final draft of the survey which will have a link on the web site and can be shared on social media sites.

Dave stated that a review of the bylaws did not require any changes/updates at this time.

Director's Report:

Copies of full report were provided via email to trustees.

Linda explained that the 'Emergency Connectivity Fund Program' (SAM.gov) is requesting the Articles of Incorporation for an application and she was unable to locate the document at the library. The Township administration office was also unable to locate it in the ordinances or resolutions. She supplied the grant with bylaws, utility invoices and bank statements to prove existence. Linda did find a plaque at the library with an established date of 2/16/1946 and requested that the date be incorporated into the bylaws.

Diane moved to approve adding the date to the bylaws, seconded by Kelli for a unanimous vote.

Linda said the roofer explained that the problem with water was clogged gutters. He cleaned them out and suggested maintenance on them every six months.

Linda stated Helen was resigning her position and Donna does not want to work on Thursdays so the job will be posted. In the meantime Linda and Tori will cover the shift(s). Courtney took the Monday shift. Anna received her review and she will like to finish out the year. Donna requested off on Halloween which is her scheduled day but since there is no other coverage she was denied.

Linda stated the library received a PECO Grant of \$500 which will be applied to the gas bill. The roofer came out after the last leak and stated it wasn't the roof but the gutters which were full. Linda would like to request the Township Highway Dept. to clean them out every 6 months.

Linda announced the Book/Bake sale which will be on Friday and Saturday, November 4th & 5th.

Linda stated that the new cameras would be very helpful. Donna noticed a smell which indicated that someone was using drugs in the library. She was advised to call the police in a situation where illegal activity is present.

Treasurer's Report:

Kelli and Linda are working on the budget for 2023. Linda stated there is a possibility to cut professional development, some adult programs and the Covid expenses. Linda will send out budget proposals.

DCLB Meeting:

Dave and Kelli attended via zoom and it was short and nothing notable to mention.

Old Business:

Dave sent a letter with the security camera proposals to the Tinicum Board of Commissioners and Township Manager but did not receive a reply.

A fake camera was set up in a corner of the library as a deterrent but it fell down.

New Business:

Discussion of Governance 101 Training by Pennsylvania Office of Commonwealth Libraries Bureau of Library Development

Review of the bylaws complete.

Need to review the job descriptions.

Announcements:

Patti is resigning from the board at the end of the year so November will be her last meeting.

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.

DCLB Meetings: (Also available via zoom if needed.)

October 20 – Patti

December 15 – unassigned

Future Board Meeting Dates:

Nov 17

Patti moved to adjourn the meeting, seconded Kelly for a unanimous vote.

Action Items:

Dave will follow up with Chief Simpkins on the purchase of the security camera system.

Everyone should share the survey on their social media sites to get usable data.

Linda will construct a letter to the township regarding gutter maintenance.

Next Meeting: Nov 17 , 2022, 6:30 PM