

Tinicum Memorial Public Library

Board of Trustees Meeting

January 29, 2026, 6:30 pm

Meeting Minutes

Call to Order

- President Bradley called the meeting to order at 6:30pm via Zoom. The meeting was held via Zoom due to inclement weather. All members in attendance except for Member Ida Mae.

Approve Agenda

- Motion to approve the agenda was made first by member Shannon and seconded by Secretary Kennedy; motion passed.

Approve Minutes of previous meeting

- Motion to approve the minutes from the November 20, 2025 meeting was made first by Vice President Kratz, seconded by Treasurer Bradley; motion passed following the amendment to the heading and spelling correction of members' names. Secretary Kennedy will amend the November minutes and circulate prior to next meeting.

Public Comment

- There was no public comment.

REPORTS:

President Report

- Strategic Planning – Board Assessment
 - President Bradley requested the Board take the 'Board Assessments' before the next meeting to see overall how the Board is doing. It is part of the Strategic Planning. President will compile and review results and we will discuss them at the next meeting in March.

Director - Highlights Only (report included)

- The Director's Report was given by Director West and is mentioned herein by reference

- Funding
 - No word on the funding approval as of yet. Member Kratz will reach out to see where this is at and when Library will receive it.
- Annual Report
 - The Annual Report is due by March 2nd at 4pm. Director West will submit.
- Legislative Breakfast
 - This will take place March 5th. Invites have gone out; 12 people invited total from

our Library/Township. Those invited included the Township Commissioners, School District Superintendent, and Local Legislative guests.

- Upcoming programs/Summer planning
 - Theme this year is, 'Unearth the Story,' with a focus on dinosaurs. If Board has any dinosaur related ideas/items, please let Director West know. Begins in June. America's 250th celebration will include an adult and children's program/events. Library is eligible for a free air purifier from a prior program that will be received soon.
- Canva
 - Received a positive response so far; helping significantly with creating event flyers and programs, etc.
- (Not on original agenda) - Puzzle Day event is February 21st; Board asked to attend and/or spread the word

Treasurer Report

- Report is mentioned herein by reference. Treasurer Bradley discussed the report in detail with the Board. She reported that the 2025 report is finished. Library operating at a deficit of \$1,576 for the year. There was an increase in spending from last year of about \$5,000 more. This is also due to an increase in costs across the board. From 2023-2024 we were in the red of about \$3,500, 2024 saw us in the red at \$10,000, and 2025 shows us in the red at \$15,000. This means we are spending more compared to what is coming in funding wise. Would be a good idea to present this to the Commissioners showing why we need more funding. Vice President Kratz asked where do we spend the most of the funds? Treasurer confirmed it was in the utilities (PECO, phone, internet) and salaries/taxes. It was also suggested to do the memorial plaque for Patty.

- Director West stated that the cleaning services were not satisfactory. Contract is up in September. We have to give a 60-day notice of any cancellation. Suggests we discuss as a Board. If we cancel before contract expires there is a \$500 penalty. Suggested we have the Township Solicitor review the contract to confirm if we would get penalized a fee or if there is a way around it since service has been so poor. Board decided we would discuss other options at the March meeting and try to find more reasonably priced alternatives before our contract expires in September.

Delaware County Meeting Report

- Dec 18 – Dave & Kelli scheduled but unable to attend
 - Report mentioned herein by reference. President and Treasurer unable to attend. Maura Kennedy and Sarah Katz both attended the meeting via Zoom. Maura noted some key items discussed in the meeting to share with the Board;
 - County aid is increased by 7.09% plus last year funds – will be received 1/5/26

- State aid is being allocated from two libraries to eligible libraries from the state aid funding
- New nominating executive committee will take place in February 2026
- Glenolden Library did not qualify for County aid funds – they will be distributed amongst the remaining eligible libraries in the county
- One of the libraries hosted a gift wrapping party and hosting a gift exchange party for after the holidays (for unwanted gifts) – good idea to generate membership and community engagement
- Prom dress giveaway was another event hosted by a library that will take place in Spring
- Baker and Taylor Print services is shutting down. The print services stopped right away. Onboarding for new customers is a slow process because of the flood of libraries in need of a new supplier. Amazon for libraries is a good option, and the county encourages libraries to work together and network to maybe share the costs and orders, etc.

OLD BUSINESS

- 501(c)3 designation - still no info
 - Nothing to report as there has been no update. Vice President Kratz will reach out asking for follow up.
- Vision/Mission Statement (not on original agenda)
 - Vice President Kratz drafted a good version and asked for feedback. Board discussed their ideas. Vice President to make revisions and present final copy at March's meeting. Board will take a vote to adopt it at the next meeting.

NEW BUSINESS

- There was no New Business to report.

ANNOUNCEMENTS

- Director West had two items to inform the Board; (1) it was the first year for some of the newer staff and (2) the incident involving the student has been resolved as they transferred schools. Tincum Principle was made aware.
- Attendance - if unable to attend Tincum Board meeting we will set up a zoom call for you (please contact Linda prior to our meeting) – **if necessary**
 - Board was asked to sign up for the meetings below;
- DCLB Meetings 2025 (Zoom - info will be sent when we receive it)
 - Thursday, Dec 18 – Dave & Kelli
 - Feb 19 - Diane

- Apr 16 - Maura
- Jun 18
- Aug 20
- Oct 15
- Dec 17
- Commissioners Meetings 2025 – 3rd Monday of month, 6:30. Volunteers?
 - Jan 20
 - Feb 17
 - March 16
 - April 20
 - May 18
- Trustee Meetings 2026
 - Jan 29
 - March 26
 - May 28
 - Sept 24
 - Nov 19
- Attachments
 - Agenda
 - Minutes
 - Director's Report
 - Strategic Plan - Board Assessment

Next Meeting: Thursday, March 26, 2026 at 6:30pm

- Motion to adjourn the meeting at 7:26 PM was made first by Member Shannon and seconded by Vice President Kratz.