

Tinicum Memorial Public Library

Board of Trustees Meeting

November 20, 2025, 6:30 pm

Meeting Agenda

Call to Order

- 6:44pm by President Bradley

Approve Agenda

- President Bradley added a change to the agenda; under President Report – added Vision Mission Statement under Strategic Planning. Motion to approve made by Diane, seconded by Sarah; motion passed.

Approve Minutes of previous meeting

- Motion to approve made by Diane, seconded by Ida Mae; motion passed.

Public Comment

- None

Reports:

President Report

Nominations for officers – Results

- Results from nomination votes are as follows:
President – David Bradley
Vice President – Sarah Katz
Treasurer – Kelli Bradley
Secretary – Maura Kennedy
All accept their positions

Farmers Market– debrief

- Everyone enjoyed it and thinks it provided great outreach. There is not much for members to do when attending to sit at the table, however. Discussed ways to get more people to stop by the table and schedule more library attendees for table ahead of time. The wheel was a hit and will definitely be back. Director West wants to make a brochure to advertise the Summer Reading Program and other Library offerings/promotions. Kelli suggested a survey (QR Code) that could have a drawing at the end of the summer; maybe get a gift card from local vendor, have the survey geared to both Tinicum residents and non-residents. Kelli will create the survey. Discussed resident engagement.

Strategic Planning – thoughts on video, directions to go, next steps? – Vision and Mission Statements

- The President shared that Director West had provided the current mission and vision statements. Some members suggested updating the wording, particularly around "joy of reading". There was discussion about possibly changing it to "lifelong enrichment of reading" or similar language. The board noted that both statements currently contain "joy of reading" and this should be differentiated. Members will think about potential revisions and email suggestions. The statements will be finalized at the next meeting. The board will review sample strategic plans from similar libraries.

Director - Highlights Only (report included)

**Report mentioned herein by reference*

- Bake/Book sale
 - Memorial donations
 - Fluff update
 - Countywide Staff In-service Day
 - Giving Tree
 - Staff Party
 - Canva subscription
 - 2026 Salary approval (will need documentation for auditor)
-
- Director West discussed the director's report. Some key takeaways from the report are as follows:
 - Bake and Book Sale raised \$980 total
 - \$1,095 donations received in memory of Patty; Director suggested creating a memorial plate in her honor referencing her favorite author Danielle Steele
 - Library adopted 'Fluff' the cow who placed 24th out of 82 in a voting competition
 - The library has a giving tree program (physical and virtual) for patrons to donate needed items for the holidays
 - Linda requested permission to subscribe to Canva for \$120/year plus tax – Board approved the Canva subscription
 - Library will close for a few hours for staff holiday party
 - The basement door needs repair or replacement – township will handle replacement of door
 - The state budget includes a 7% increase for libraries
 - The Library Foundation of Delaware County is dissolving and transferring assets to the Foundation for Delaware County

Treasurer Report

- Kelli presented the Financial Report to the Board through September 30th, mentioned herein by reference;
 - Kelly noted that expenses have increased across categories
 - There were questions about some uncategorized items and donations
 - Linda provided clarification on several entries
 - The website costs (\$1,925/year) were discussed as potentially high

Delaware County Meeting Report - Next meeting Dec 18 – Dave & Kelli

Old Business

- 501(c)3 designation – Board Addresses emailed to Pat
 - There had been confusion with Pat McCarthy, who thought the board had decided not to pursue 501c3 status
 - The board clarified that they are still moving forward with the process
 - Pat has information to present at a future meeting
 - Sam is retiring and Adam will be taking over as solicitor
 - The process is moving forward
 - Pat will present information at a future meeting
- Update on security system
 - The system had gone down but motion sensors are now reactivated
 - The library hasn't received a bill since March
 - It's possible the township has taken over payment
 - No action needed at this time

New Business

- Replace computer chairs – ideas?
 - Linda advised the chairs had been replaced and purchases for less than \$500 using book sale funds. Chairs were assembled and put to use.

Announcements

- Attendance - if unable to attend Tinicum Board meeting we will set up a zoom call for you (please contact Linda prior to our meeting) – **if necessary**
- DCLB Meetings 2025 (Zoom - info will be sent when we receive it)
 - Thursday, Dec 18 – Dave & Kelli
- Commissioners Meetings 2025 – 3rd Monday of month, 6:30. Volunteers?
 - Dec 15
- Trustee Meetings 2026
 - Jan 29
 - March 26
 - May 28
 - Sept 24
 - Nov 19

Next Meeting: Thursday, Jan 29, 2026 at 6:30pm

PRES	Dave – xxxx	Sarah – xx	Kelli – x
VP	Sarah – xxx	Dave – xx	
SEC	Maura – xxxxx x	IdaMay – x	
TREASURER	Kelli – xxxx	Sarah – x	IdaMay - x