

# **Tinicicum Memorial Public Library Board of Trustees Meeting Minutes**

**May 27th, 2021**

**Zoom**

**Attendees:** Dave Bradley, Kelli Bradley, Pattie Coleman, Angela DeMarco, Donna Kenish, Linda West

**Call to Order: 6:34PM by Angela Demarco**

**Topic: Minutes from Last Meeting**

- Dave made a motion to approve the minutes from the March 2021 meeting. Pattie seconded the motion. the motion passed unanimously.

**Topic: President's Report**

- Angela asked to determine which trustees will attend the upcoming DCLB meetings
  - o June 3rd: Pattie
  - o August 5th: Dave and Kelli
  - o October 7th: Angela
  - o December 2nd: TBA
- Due to the vacant spots on the board, Linda will be recording meeting minutes and Donna will be assisting Pattie with treasurer duties for the time being.
  - o Dave questioned if John and Linn Anderson provided a reason for their resignation. Angela responded that there was no explanation given.
  - o Linda asked if it was determined what the next steps were with the bank regarding the removal of John as a check-signer. Pattie responded once she goes over which checks he signed she will bring the letter to the bank.
  - o Angela asked if anyone needs to be added as a check-signer. It was determined that there is no current need for a new check-signer as Angela, Pattie, and Donna are already approved.

**Topic: Director's Report**

- Linda noted that program attendance has been pretty impressive considering the virtual format.
- 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: Youtube and ITV have been moderately successful in views. TikTok has received a large amount of views in the last two months.
- Meetings/ Workshops/ Training:
  - o Linda and Tori attended the SEPLA workshop. Linda nominated Tori for an award.

- Linda attended Board Governance 101. Linda found it very helpful and encouraged the trustees to attend that webinar when it is hosted again in June.
  - Linda, Donna, and Tori attended the Directors and Teams workshop. The workshop focused on each individual's strengths and evaluated how the team can best utilize each other.
- ARPA funds: Funding will go directly to the county. The county intends to use these funds for:
  - New medical examiner's office
  - An office for the upcoming combined health and human services department
  - Improvements to 911 system
  - Community partnerships
  - Any leftover funds will be given to the library system. Some of those funds will be distributed to each library based on community size.
- CARES funds: The county has \$30M that must be spent by December 31st. These funds must be used to improve accessibility (i.e. technology and ADA)
  - We may be able to apply for our bathrooms to become ADA compliant
  - Let Linda know if you have suggestions for anything we should apply for out of these funds
  - Dave asked if the CARES funding could be used to put an elevator in the basement. Linda said the elevator may not be funded in full by the CARES funding, but the library could present the funding to the township and ask them to match the funds. Donna clarified that the township had denied an elevator due to costs, and a ramp was suggested instead.
  - Linda expanded on this by mentioning that Pat Barr told her that there was money for the basement wheelchair access ramp in the 2020 budget, but then was told that the township no longer knew if they had the money due to COVID-19.
- Board Member Vacancies: The opening is posted on facebook, our website, and at the building itself. Linda has been mentioning the board vacancy to patrons who use the library frequently and may be interested.
  - We will try advertising the vacancy from different angles (ex. looks great on a resume.) Dave suggested posting about it on TikTok and Linda said she will mention it to Tori.
- Building Damage (Ramp): \*For reference: The ramp accident occurred March 7th\*
  - The wall and steps have been repaired.
  - Pattie emailed David Schreiber about the railing on the ramp.
  - Linda was told by David Schreiber the railing would be installed the week of May 24th, but was then updated that it is still not manufactured and the estimated installation was pushed to the week of May 31st.
- Building Damage (Basement): \*For reference: The basement flooded August 4th, 2020\*

- While the walls have been repaired, the township has stated they are still deciding on who to hire for installing the floors and painting the walls.
  - Linda sent the flooring estimate she received to David Schreiber and the commissioners in December and has re-sent the estimate since.
  - Linda has sent two painting estimates to David Schreiber and the commissioners, to which she received no response.
  - Linda asked the board to please contact the township as we have programs planned for late summer that require the use of the basement.
  - Kelli questioned if the township received money from insurance for the basement. Linda responded that the insurance adjuster told her there was a \$25,000 deductible and that she wasn't informed of the outcome with the insurance claim.
  - Dave noted that the commissioners are essentially having private meetings, rather than the required public meetings. There is no way to see the meeting live; you can only send an email as a "public comment" ahead of time.
  - Dave suggested that everyone email the commissioners again regarding the railing, basement damage, and ADA accessibility.
- Beanstack Reading Challenges
- Reading Glasses (now-end of year): Adults
  - Tails & Tales (now-August 22nd) : Kids, teens, and adults
  - Linda encouraged the trustees to sign up and log books to help our statistics.
  - We will be giving out prizes
- Journey Across Delco: Hybrid this year. Tinicum's animal is the raccoon.
- June 1st- August 15th
- Summer Quest:
- 4 virtual programs
  - 5 take & make crafts
  - Closing program is outdoors
  - June 23rd-August 18th
- Assistant Director Position:
- An employee resigned from her assistant director position but will remain employed at the library.
  - Linda will go over specifics in private if necessary; the subject is not appropriate for a public meeting.
  - Kelli inquired whether Linda needs an assistant director. Linda responded that she did not feel she needed one in the first place, and that the idea was just that there would be someone in charge when she is not there.
  - It was decided to table the discussion of a possible replacement for assistant director until employee review/ salary discussions occur in November.

- Promotion:
  - An employee inquired about being named the reference librarian. The board decided against this due to the amount of hours she works.
  - Another employee was temporarily working 12-4 on Monday afternoons and would like this schedule to become permanent. This would promote her from a pool employee to a part-time employee.
  - Kelli made a motion to make her a part-time employee. Dave seconded the motion. The motion passed unanimously.
- Website:
  - Tori has created a Board of Trustees page and suggested that the library posts an archive of meeting minutes to this page. Linda wanted to clear this with the board before beginning the process.
  - Angela inquired why we should post the minutes and Linda responded that the board meetings are public and therefore the minutes should be available to the public. Dave mentioned he checks his school board's meeting minutes often as it is a good resource.
  - Kelli mentioned the importance of documenting the timeline of issues (i.e. building damages) as it publicly shows how difficult it is for the library to attain some things.
  - Linda mentioned it may give potential applicants an idea of what being a trustee entails.
  - The board decided to allow the meeting minutes to be posted on the website.
- Themed Reads:
  - Tori has been creating videos with book suggestions for each age group/reading level and incorporates e-material selections.
- Policies:
  - Personnel policy has been updated and needs to be voted on.
    - One change in the policy concerned employees being paid only for hours worked during summer hours. Pattie questioned whether this has always been the case. Linda responded that it has been the case, but it was not previously in writing.
  - Pattie made a motion to approve the adjusted personnel policy. Kelli seconded the motion. The motion passed unanimously.
- Garden:
  - We had volunteers prepare the garden this year. A master gardener donated her time to our garden. The soil was donated.
  - The plan is to grow a "pizza garden."
- COVID-19:
  - The new CDC guidelines state that fully vaccinated people may choose not to wear masks.
  - The library will be respectfully asking people to continue to wear masks, but staff is not responsible for arguing with patrons who refuse or checking vaccination cards. Staff will continue to wear masks.

- The library is not requiring staff to get vaccinated.
  - Linda purchased sneeze guards for the computer stations to add an extra layer of protection as social distancing is phased out.
  - We may begin accepting book donations in July depending on the status of the basement.
- Upcoming Events:
- We are promoting our outdoor kickoff on June 5th as much as possible.
    - The event includes music, games, raffles, a photo booth, and balloon animals.

### **Treasurer's Report:**

- Pattie thanked Linda for writing out checks since John's resignation.
- Pattie mentioned her plan was to resign this year, but can stay on the board as treasurer until the current vacancies are filled and will re-evaluate based on any new trustee's willingness to be treasurer.
- Pattie made a motion to pay the bills. Dave seconded the motion. The motion passed unanimously.

### **DCLB Meeting:**

- Pattie attended the April meeting.

### **Miscellaneous:**

- Angela, Dave, and Kelli discussed an issue regarding Angela's emails being delivered.
- Donna inquired about what the outcome of medical insurance for employees was and expressed concern about funding the plan. Linda responded that we haven't made any decisions yet.
- Kelli asked if Linda had been given the information of the insurance company that the fire department uses. Linda responded that she was not sure who their company was.
- Linda stated that there were most likely only two employees interested in the benefits, and that if there was a potential funding issue, it may not be worth it. Dave responded that before giving up, he could reach out to the I-Solutions insurance broker.
- The library will be closed Monday, May 31st for Memorial Day.

### **Action Items & Follow-up:**

- Linda will email everyone information on the state trainings for boards.
- Dave will draft an email for the township commissioners regarding the railing, basement damage, and ADA accessibility and send it to the trustees.
- Linda will email everyone the information for the next township commissioners meeting.
- Linda will email information regarding the Beanstack reading challenges.
- Pattie will contact the bank to remove John as a check-signer.
- Linda will send Dave the email of the insurance broker. Dave will email him to follow up.

**Meeting Adjourned: 7:38PM**

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