

March 19, 2024 Board of Trustees Meeting

✓ Barbara Bolton ✓ Todd Bruce ✓ Lenda Carrillo ✓ Margaret Egli ✓ Barbara Forney ✓ Dan Gannon ✓ Will Majarian ✓ Brenda Mercomes ✓ Pattie Morgan Miller ✓ Claire Murray
✓ Barbara Necarsulmer ✓ Loren Pearson ✓ Brad Peiper ✓ Leah Reynolds Lee Sausen ✓ Corrine Sweeney ✓ Collis Townsend

All members present (Trustees)-Quorum achieved

Guests: Chris Manna, Mary Hutchins, Amanda Murphy

Agenda items
OPENING OF MEETING/PUBLIC COMMENTS
Brad opened the meeting at 5:02 p.m. Brad made a motion to limit the time of an individual's public comments at Board Meetings to 5 minutes. Corinne seconded. All in favor
MOTION TO APPROVE the February 2024 BOARD MINUTES
Brad asked for a motion to approve the minutes. Barbara F made the motion which was seconded by Barbara B. and the motion was approved.
DIRECTOR'S REPORT
Chris covered highlights of recent and future activities: <ul style="list-style-type: none"> • Popcorn and Politics – has been very well attended – average 75. Will allow candidates of all parties- each will be asked the exact same questions. • Red Cross day was a great success- 45 blood donations, good attendance at presentations • Avon Grove visit – want to bring e-gaming here- we could host regional competitions among multiple school districts. • Kennett Consolidated School District Summer School pilot program planning continues. There will be funding for staff and we will have access to all data. • Spring Forward together April 24- Board participation encouraged. Will have state level legislators to discuss making the program statewide. • Selective Insurance visited today- revisiting child abuse prevention policies and training. They are happy with our alcohol policy and not so happy about the doors to the terrace. These open in as required by local code, but Selective feels this is a risk.
PRESIDENT'S REMARKS
Brad will ask for volunteers for committee to work on disaster preparedness plan and will circulate possible dates for the June Retreat.

Agenda items

COMMITTEE REPORTS

SAC (Corinne) – Previously circulated, report discussed.

Finance (Lee) – Lee presented financial data for the first two months of the year which is generally in-line with budget expectations so far. He and Chris will be watching cash flow closely as we move into the next few months. Lee asked the board to support development efforts as well as be ready to consider options to reduce expenses and/or increase revenue if the existing budget appears too challenging to achieve in late spring / early summer. Our Investment Policy Statement allows the Treasurer to access funds from our reserve account up to the amount of budgeted deficit. Lee recently transferred \$80K, meaning he would have to come to the board if more than an additional \$13,356 were needed. Current reserve account balance is now approximately \$475K. Tapping reserves at this point in the year is required as revenue does not come in evenly throughout the year but is weighted toward the 2nd half.

Lee reported that the staff bonus approved as part of the 2024 budget was in the process of being paid out. Concerns were raised about bonuses considering potential cash flow shortfalls. Brad and Lee pointed out that these were voted on by the board in December and approved as part of the 2024 budget.

Based on a recommendation from Chris, Lee presented a motion to increase the personnel expense budget by \$10,838 to allow hiring additional part time circulation staff. Justification – we have lost 5 PT staff since creating the 2024 personnel budget in fall 2023, meaning when someone calls out, management has a hard time finding a replacement, and planning for vacations is very difficult. Staff communicated directly to Executive Committee that they feel stretched thin and strained (like working 13 hour days). Problem especially acute in the evenings. If management were simply calling in a PT person to replace another who was out sick there would be no budget impact, however also need additional hours in the evening- particularly upstairs. The second floor is more heavily used in the evenings than anticipated, requiring more than the 1 person budgeted. This request is a “maximum” and would guarantee the new staff hours, even if no one called out or was on vacation.

This led to much discussion and suggestions such as:

- Need for an analysis of area usage and activity
- Increase use of volunteers
- Board wants a better understanding of current staffing levels and responsibilities of team members, job descriptions and staffing plan needed
- Consider closing earlier in summer to save staff dollars

The Board went into executive session to discuss the issues and possible solutions.

The motion was tabled until more information can be provided.

- Other items- Lee is working to pursue a new credit card account with Citadel Bank.

NBC (Brad & Loren) – still working on building systems and punch list.

Board was asked to approve choice of Al Moretti, a local artist for our mural and his design. The design had not been shared with the Board, will be sent tomorrow.

Agenda items

Development (Mary) –

- Grants submitted- LSA \$350K received. Borough has signed paperwork for additional \$180K which should be received soon. Working to gain LSA approval to rescope additional reimbursement items to qualify for grant balance of \$269K..
- RACP – special conditions have been approved- 2 steps left- potential to receive the \$2.5 million in 75 days.
- Crestlea – \$30K grant
- Longwood Foundation – submitted \$500K cumulative grant over 2 years for operations, have had several very positive meetings with Foundation President There DuPont suggesting we have 2 weeks to ask for more.
- Annual Appeal – in the past we have had only 1- sent out in November. Last year’s appeal resulted in \$63,398 by end of December and \$51,250 in 2024 to date.
- This year we will do a second appeal – to everyone in our service area in April. Plus, a separate letter individually addressed to top donors.
- Starlight Soiree information and tickets distributed- board members each given 10 along with information on sponsorship opportunities to share in the community.

Strategic Planning (Barbara N) Report distributed. Committee recommends continuing the current Vision, Mission and Values and plans to move forward with planning using committees working forward toward the June Retreat.

Nominating (Barbara F.) No report

Personnel (Leah) – No report.

Communications (Amanda) – No report

Friends of the Library (Barbara Bolton)- No report

OTHER BUSINESS

ADJOURNMENT

Barbara F. made a motion to adjourn the meeting at 6:25 p.m which was seconded by Barbara B.

Respectfully submitted,
Barbara Necarsulmer, Secretary