

DELAWARE COUNTY BOARD OF LIBRARY DIRECTORS
AGENDA
THURSDAY, February 17, 2022 7:00 p.m.

1. Call to Order : H. Grommell-McGrane, S. Keller, K. Standen, D. Ferguson, C. Bittle, A. Laepple Virtual attendees: J. Shulbank, I. Bains, T. Nixon
2. Public Comments on Agenda Items : no comments
3. Minutes: December 2021 : Motion made and seconded (K. Standen, S. Keller) unanimous approval
4. Communications & Announcements
 - a. Keystone Communities Program Grant – Delaware County Libraries within the 26th District of Senator Tim Kearney were awarded a Keystone Communities Grant for \$64,500 to install solar charging poles and benches. The libraries included in this grant are: Easttown Library and Information Center, Glenolden Library, Marple Library, Media Upper Providence Library, Newtown Library, Prospect Park Library, Ridley Park Library, Ridley Township Public Library and Resource Center, Springfield Library, Swarthmore Library, Tincum Library, Upper Darby Sellers Memorial and Municipal branches. Swarthmore Library is the fiscal agent administrating the grant and we will be working with them through the process. Grant funds must be expended by June 30, 2023.
Question raised by J. Shulbank – What is the grant for? Solar poles or benches to plug in and recharge.
 - b. Library Foundation of Delaware County eMaterials Grant -The Library Foundation of Delaware County is awarding each member library location \$2,000 towards the purchase of eBooks and audiobooks through our consortia vendor, Overdrive. Libraries will use the funds to develop collections that meet their community's growing need for digital materials. The cut off date for libraries to apply for the guaranteed grant is tomorrow, February 18, 2022.
 - c. Office of Commonwealth Libraries American Rescue Plan Act Grant –
As reported at the December 2, 2021, meeting, Delaware County Libraries has been allocated \$167,669 in ARP Funding provided by the Institute of Museum and Library Services (IMLS) through the Pennsylvania Department of Education Office of Commonwealth Libraries. After coming to consensus with member library directors and receiving permission from County Council to apply, DCL submitted the initial application to OCL to purchase replacement circulation computers for the entire system. The next steps after final awarding of the grant will include requesting permission to purchase from Council, ordering, and then installing the computers. DCL Headquarters is committed to moving the process along as quickly as possible, but at this time does not have a realistic estimate for installation.
Question raised by J. Shulbank- Does the grant cover the entire cost? Yes, covers all of the hardware & software and our IT staff will do the set up and installation.

- d. Library Mobile App – County council has signed the contract with the mobile app vendor and it is currently in the development/testing phase. Training sessions will be provided for member libraries to introduce them to the app, understand how the backend functions, and give them some time to test it out before it is published and goes live. Trainings have been scheduled for Tuesday March 1st at 10am & Thursday March 3rd at 2 pm. We are shooting for an April go live date to coincide with National Library Week April 3 -10.
 - e. 2021 Pennsylvania Public Library Data Collection (Annual Report) -
The Annual Report opened for libraries on January 18 and must be completed by libraries no later than Friday, March 18. DCL has provided directors with various data points that will be included in the report. Additionally, detailed instructions for reports have been provided so directors can access all library-level data. Finally, DCL Headquarters has hosted 2 open Zoom Q&A calls and are available for individual assistance as needed. A reminder to board presidents and treasurers that your signatures will be required for submission of the report. Please anticipate this request from your director prior to March 18.
 - f. Public Notice of 2022 Meetings
In compliance with Pennsylvania Sunshine Act notices have been published in the newspapers & posted on site in the government center. The agenda is available on digital platforms to allow the public information to attend these meetings.
5. Financial Report – December 2021 : Motion made and seconded (K. Standen, S. Keller) unanimous approval
6. Administrator’s Report
- a. DVD Fine Reduction to \$.25 Per Day Adult/ \$.10 Per Day Juvenile (Motion) -
At the policy committee meeting on September 9, 2021, an item was brought forward to make DVD fines more consistent with book fines. As DVDs are now becoming older technology and in most cases cheaper than hardback books, the proposal was to change Adult DVD fines to, 25 per day and Juvenile DVD fines to .10 per day to align with book fines. The policy committee agreed to bring the recommendation to the member library Director’s Meeting. The directors met on September 23, 2021 where the item was presented. A majority of directors voted and agreed in favor of reducing these fine amounts. Ms. Bittle asked for a motion to approve the reduction of DVD fines to .25 per day for Adult and .10 per for Juvenile DVD fines. This change will take effect on March 1, 2022.
Question raised by J. Shulbank: Does this change impact DCL budget or the budget of the individual libraries? It impacts all member libraries & the DCL headquarters.
Motion made and seconded (K. Standen, S. Keller) Unanimous approval
 - b. State Aid
Requesting a motion to release the 2021/2022 state aid funds to libraries on March 4th.Funds will be released to 25 of 26 member libraries, with one payment being held until statutory requirements are met. The 26th library has been notified and they are working towards compliance.
Motion made and seconded (K. Standen, S. Keller) unanimous approval
7. Committee Report : no report

8. New Business

a. Election of Officers

Motion to approve slate of officers

President: Helen McGrane

Vice President: Jenny Shulbank

Secretary: Doug Ferguson

Treasurer: Inderjit Bains

Motion made and seconded by (K. Standen, S. Keller) unanimous approval

9. Old Business

a. Library Strategic Plan (Motion to Adopt)

At the December 2 meeting Sheryl Trent of SBrand Solutions presented the draft of the new strategic plan. Board members to review the plan, and provide any feedback by emailing prior to this meeting. Requested to officially adopt the plan.

Motion made and seconded by (K. Standen, S. Keller) unanimous approval

<https://drive.google.com/file/d/1oUJEgS0fwkLNea-a3VchUlbqaB6AfK6n/view?usp=sharing>

10. Public Comments- no public comments

11. Adjourn

Motioned and seconded by (K. Standen, S. Keller) unanimous approval

Future Dates:

- April 21, 2022 - County Council Meeting Room 1st Floor of the Government Center Building, 201 W. Front St., Media, PA
- June 16, 2022 - County Council Meeting Room 1st Floor of the Government Center Building, 201 W. Front St., Media, PA
- August 18, 2022 - County Council Meeting Room 1st Floor of the Government Center Building, 201 W. Front St., Media, PA
- October 20, 22 - County Council Meeting Room 1st Floor of the Government Center Building, 201 W. Front St., Media, PA
- December 15, 2022 - County Council Meeting Room 1st Floor of the Government Center Building, 201 W. Front St., Media, PA