



Delaware County Libraries
Board of Directors
MINUTES
Thursday, October 19, 2023 6:30 p.m.

1. Call to Order – 6:30pm by H. McGrane

Present: I. Baines D. Ferguson, H. McGrane, V. Maroun, J. Shulbank, K. Standen, A. Laepple, K. Suda

McGrane announced that due to technical issues meeting would not be live streamed or available via Zoom webinar. Member library attendance waived. The meeting will be posted on YouTube.

2. Public Comments on Agenda Items

No comments

3. Minutes: August 17, 2023

Motion to approve made and seconded by K. Standen, J. Shulbank; 6 yea, 1 abstention, motion passes

4. Communications & Announcements

a. Library Services Director position (K. Suda)

The Library Services Director position has become vacant, effective October 13th. The job description and requisition have been forwarded to the County's Human Resources for review and posting and is anticipated the position will be posted in the next few weeks.

H. McGrane thanked Catherine Bittle for her years of dedicated service.

b. Countywide In-Service November 3, 2023 (A. Laepple)

198 staff representing 25 libraries have registered to participate in the County-Wide In Service on Friday, November 3. Attendees will earn 6 hours of continuing education credit, helping to fulfill the State Aid standard requirement.

Laepple thanked the more than 30 presenters who will present 16 breakout sessions. Laepple also recognized the members of the planning committee: Eileen Baker, Latanya Burno, Arlene Caruso, Cheri Crow, Theresa Dykes, Anny Laepple. Holland Morgan, Bill Paterson, Jenifer

Philips, Nadia Philips, Lauren Sands, Joann Simone, and Linda West. Additional thanks to the Library Foundation of Delaware County for supporting a portion of the event.

- c. **Trustee Training November 14, 2023 7:00 p.m. (A. Laepple)**
Reminder to register for *Board Blunders: Well Meaning Mistakes Board Members Make and Best Practices to Address Them* with Debra Thompson. Training will be held via Zoom on Tuesday, November 14 at 7pm. At least 2 trustees from each member library must attend to qualify for County Aid (Friends are invited, but their attendance does not count towards the requirement).

5. Financial Report: September 2023

Motion to approve made and seconded by D. Ferguson, J. Shulbank; unanimous approval

6. Administrator's Report

- a. **Member Library Audits/Reviews (A. Laepple)**
Audits/financial reviews must be submitted to DCL as soon as possible and prior to the distribution of State Aid the following year. Audits/financial reviews will be submitted to OCL as part of the SALSA (State Aid Library Subsidy Application) process. Trustees were encourage to ensure that the library's audit or financial review is submitted to the District Consultant as soon as it is completed.
- b. **2023 State Aid Disbursement (A. Laepple)**
Review of last year's action in relation to the Borough of Folcroft Public Library and State Aid: due to inability to provide an audit or financial review for 2019 and 2020, the DCLB, acting on the recommendation of the Pennsylvania Department of Education Office of Commonwealth Libraries withheld State Aid and redistributed it to the remaining eligible libraries.

The Borough of Folcroft Public Library additionally missed the October 1, 2022, deadline to submit a 2021 audit, and indicated on the State Aid Library Subsidy Application (SALSA) submitted in September 2023 that said audit would not be possible, thus forfeiting the 2023 State Aid distribution.

DCL recommended that the \$28,107 of forfeited State Aid to Libraries funds be equally distributed to the remaining eligible member libraries.

Motion made by I. Baines and seconded by T. Nixon; unanimous approval

7. Committee Reports

No committee reports

8. New Business

a. 2024 DCL Board Meeting Schedule

Motion made by K. Standen to require member libraries to attend DCLB meetings in person beginning with the February 2024 meeting, seconded by D. Ferguson, discussion; unanimous approval

Motion made and seconded by H. McGrane, D. Ferguson, to adopt the proposed 2024 meeting schedule; unanimous approval

All meetings to be held at the Government Center, 201 W. Front Street, Media, PA 19063, County Council Meeting Room, First Floor, at 6:30pm on February 15, April 18, June 20, August 15, October 17, December 19

9. Old Business

a. Library Foundation of Delaware County

H. McGrane announced she will serve as DCLB representative to LFDC board with D. Ferguson as back up

b. System Evaluation

H. McGrane announced that DCLB will have the opportunity to speak with system evaluation consultants at a later date

10. Public Comments

H. McGrane read public comment submitted by C. Sikaras of the Media Upper-Providence Free Library sharing that the MUPL fall book sale will run October 21-23

H. McGrane shared that the Radnor Memorial Library book sale will be held October 20-22

J. Shulbank shared that the Swarthmore Library book sale will be November 3-4.

C. Sikaras (MUPL) asked how in person attendance will increase interaction between libraries. DCLB members commented on opportunities for informal interaction between trustees from different libraries as well as more robust public comment

11. Adjourn

Motion to adjourn and seconded by K. Standen, D. Ferguson; unanimous approval. Meeting adjourned at 7:00pm.