



Delaware County Libraries
Board of Directors
MINUTES
Thursday, February, 15, 6:30 p.m.

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

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

McGrane acknowledged that the December 2023 meeting was cancelled due to unforeseen circumstances.

McGrane made a statement regarding the DCLB October vote to require member libraries to attend meetings in person. She thanked Newtown Library board for their thoughtful feedback. She stated that under old business she would be moving to table the requirement until such time as the board had the opportunity to review all feedback and the report from ReThinking Libraries which may impact meetings and collaboration.

2. Public Comments on Agenda Items

No comments

3. Minutes: October 19, 2023

Motion to approve made and seconded by V. Maroun, K. Standen; unanimous approval

4. Communications & Announcements

a. Library Services Director position (K. Suda)

Interview panel has been formed. Panel has reviewed resumes and selected candidates, interview dates are being scheduled.

b. Public Notice of 2024 meetings (K. Suda)

As required by the Pennsylvania Sunshine Act, DCL placed a legal notice in the Delaware County Times advertising the 2024 meeting dates, time, and location for the DCLB meetings. A copy of the notice was included in the packet.

c. Black History Month celebrations (K. Suda)

DCL is partnering with County Council on a social media celebration of Black History Month including videos and photos recommending a wide variety of books featuring important figures in Black history. Recommendations can also be found at <https://www.delcolibraries.org/black-history-month>

d. Bingo license renewal (K. Suda)

The Library Foundation for Delaware County again sponsored a Bingo License that covers all member libraries. The license is valid through January 19, 2025 and can be accessed on the DCL staff website as needed.

5. Financial Report: January 2024

Motion to approve made and seconded by D. Ferguson, I. Baines; unanimous approval

6. Administrator's Report

a. State Aid distribution (A. Laepple)

The 2024 distribution of State Aid in the amount of \$2,474,117.98 was received by DCL on February 6. Check requests for the March 1 County check run were submitted for all eligible libraries. The final fiscal code language included a 1% increase, so allocations are slightly higher than previously projected.

b. State Aid Library Subsidy Application and Waiver Applications (A. Laepple)

DCL was notified on November 27 that the SALSA was approved by OCL. Member libraries also received approvals on or around the same date.

c. Plan for State Aid and County Coordination Aid Plan (A. Laepple)

The DCL HQ and all member library Plans for State Aid were submitted to OCL by the December 1 deadline.

As the OCL-designated entity that receives County Coordination Aid for Delaware County, the DCL HQ also submitted a Plan for County Coordination Aid. The CCP was reviewed at the November Directors Meeting and shared via email before it was submitted.

d. 2023 Annual Report (A. Laepple)

The annual 2023 annual report opened on February 1 and is due no later than March 15 at 4pm. OCL offered trainings and is offering weekly virtual office hours. There is an information page on the DCL staff website and DCL staff are available to assist. Board presidents and treasurers were reminded they will need to sign the PA Public Library Data Survey Signature Page.

e. District Negotiated Agreement modification (A. Laepple)

DCL is statutorily obligated to provide ILL services/shipping as a District Library Center. The cost of IDS (Interlibrary Delivery Service of PA) went up 75% for 2024 which triggered the need to modify the District Negotiated Agreement. IDS still provided the most economical and efficient shipping option. Member libraries reviewed the modification and a majority signed a new Member Library Endorsement. The modified budget was submitted to and approved by OCL and the IDS contract was reviewed and approved by County Council.

f. Systemwide evaluation update (A. Laepple)

DCL received the first draft of the system-wide evaluation and share the confidential drafts with member libraries on February 5. Libraries are asked to provide feedback by February 16. ReThinking Libraries will then create the final report that is anticipated to be shared at the March 20 County Council meeting.

7. Committee Reports

No committee reports

8. New Business

a. Automation Policy (K. Suda)

The Policy Committee met throughout 2023 to review and update the Automation Policy. Their draft was presented at the November Directors meeting and unanimously recommended for adoption. The proposed changes clarify language and align with best practices.

Motion to approve the proposed updates to the DCL Automation Policy made and seconded by I. Baines, T. Nixon; unanimous approval

b. Nominating Committee for 2024 DCLB Officers

H. McGrane announced that K. Standen and J. Shulbank were both reappointed to their position by County Council in October 2023 for new 3 year terms.

V. Maroun presented the slate of officers for 2024 on behalf of the Nominating Committee (D. Ferguson, V. Maroun, H. McGrane):

President: H. McGrane
Vice President: D. Ferguson
Secretary: J. Shulbank
Treasurer: I. Baines

Motion to elect the slate of officers as presented made and seconded by K. Standen, T. Nixon; unanimous approval

9. Old Business

a. 2024 DCL Board Meeting attendance policy (H. McGrane)

Motion to table the decision to require member library in-person attendance at DCL board meetings indefinitely made and seconded by H. McGrane, J. Shulbank; unanimous approval

10. Public Comments

J. Shulbank thanked the Middletown Library for providing copies of their 2023 Annual Report

11. Adjourn

Motion to adjourn made and seconded by I. Baines, D. Ferguson; unanimous approval
Meeting adjourned at 6:55pm.

Next Meeting: April 18, 2024, 6:30pm