

DELAWARE COUNTY BOARD OF LIBRARY DIRECTORS  
MEETING MINUTES  
THURSDAY, February 5, 2021 7:00 p.m.

**Facebook Live @delawarecountylibraries**

**FACEBOOK LIVE**

1. Call to Order: S. Galloway, M. Bullen, K. Standen, I. Bains, H. Grommell-McGrane, S. Keller, J. Shulbank, C. Bittle, A. Laepple
2. Minutes: December 2020 Motion made and seconded (Grommell-McGrane, Shulbank)  
Unanimous approval
3. Communications & Announcements
  - a. All Items Quarantined for 72 to 96 Hours-  
Libraries will set aside returned items for 3-4 days before allowing them to be borrowed by the public. No fines will accrue during the 4 day period.
  - b. Limited Entry In Libraries-  
As each library varies in size, please check with the individual library for access to the building. As mandated by the governor, masks must be worn in all libraries. If a patron cannot wear a mask, libraries will make accommodations by offering curbside service.
  - c. Computer Use by Appointment Only in Libraries With Limited Entry  
Patrons are able to schedule a 40-minute appointment for computer use each day. Please contact the library directly to make the appointment.
  - d. Black History Month –  
Read Woke Reading Challenge is part of Beanstack reading challenge. It is a book that challenges a social norm, gives voice to the voiceless, provides information to a group that has been disenfranchised and seeks to challenge the status quo. It has 76 new registrations, 24 completions, 480 badges, and 425 books read. The reading challenge comprises numerous badges including: latinx voices, black voices, indigenous voices, women’s voices and LGBTQ+ voices.  
  
Ezra Jack Keats Mock Awards- Ezra Jack Keats is the author of Snowy Day. This is an ongoing program until February 28<sup>th</sup>, Kids and families can vote for their favorite book, listen to the 10 book nominees being read by a number of children’s librarians, and print out their own ballots at :  
EJK Webpage <http://www.delcolibraries.org/Ezra-Jack-Keats-Award>
4. Financial Report – December 2020 Motion and seconded (Grommell-McGrane, Shulbank)  
Unanimous approval

## 5. Administrator's Report - C. Bittle

- a. Public Notification of Meetings. The Pennsylvania Sunshine Act requires agencies to deliberate and take official action on agency business in an open and public meeting. Meetings are required to have prior notice. It was advertised in the Delaware County Daily Times on January 20, 2021. Meetings are also posted on the Library Website.
- b. Pennsylvania State Aid. Delaware County Libraries receives a little over \$2million in state aid grants from the Pennsylvania Department of Education Office of Commonwealth Libraries. \$1.5 million of that aid is directly distributed to local public libraries. Checks in the amount Of 5/12s aid were issued and mailed to libraries on 1/22/21. The remaining 7/12s will be distributed as soon as it is received from the state.
- c. Pennsylvania State Annual Report is due March 12, 2021. Every year, all public libraries that receive aid from the state of Pennsylvania are required to complete an annual report. The report consists of statistics, revenues, and expenses from the prior calendar year. It is due to be completed with all supporting documentation and submitted to Delaware County Library Headquarters by March 12.
- d. Addition to Agenda – Each District Library Center is required to have a five year plan for the development and provision of district services and resources developed with input from local libraries and trustees. DCL's previous strategic plan expired in 2020. The goal of the plan is to:
  - Develop an overarching strategy for sustainable growth.
  - Update the DCL vision, mission, and values statements
  - Identify priority areas for development & developing key goals
  - Create metrics and measurable outcomes for each goalWe have requested to be placed on the February 16<sup>th</sup> Council Agenda Meeting to seek permission to advertise for Requests for Proposals for an outside consultant to help us complete the plan.

## 6. Committee Report- A. Laepple

- a. DCL Committees
  - i. Equity, Diversity, and Inclusion (EDI) Committee –Jennifer Kuhns and Lee Steube, Co-Chairs. Jennifer discussed the EDI staff book club and Read Woke Challenge. A few things about the EDI Committee: They are meeting again on February 18<sup>th</sup>. They meet quarterly. They are working on a more concrete schedule, dates and times. Getting a plan for help from consultation and the county in hiring a diversity officer. Also, they are looking into more training and education for staff members. Jennifer also discussed that the committee completed a staff and volunteer survey and are beginning to analyze results to help inform the work of the committee.

## 7. New Business

Karen Standen - Election of Officers – Maryann Bullen- President, Helen Grommell-McGrane- VP, Jenny Shulbank- Secretary, Inderjit Bains,- Treasurer. Motion and seconded (McGrane/Shulbank) unanimous approval

## 8. Old Business

### a. CARES Update

DCL had 3 separate CARES Act funding programs.

1. First, we received \$100,000 from Delaware County to support eBook and audiobook purchases for Overdrive/Libby to meet the added demand seen in 2020. We were required to expend these funds by December 31 and met that deadline. These funds were used to purchase new titles, add additional copies of high demand titles, and purchase titles to support school curriculum and homeschooling.
2. Second, we received an additional \$500,000 from Delaware County to support a number of initiatives. All funds were required to be expended by December 31 and that deadline was met. These projects included:
  - a. Reimbursement of Juvenile fines to member libraries, allowing the library records of 4949 juveniles to be cleared of fines and fees and reinstating their borrowing privileges
  - b. 100 hotspots for circulation – began circulating in December, they go out for 3 weeks at no charge and have circulated 76 times.
  - c. Outdoor seating – delivered to libraries and in use
  - d. Comprehensive marketing campaign
    - i. 2 billboards
    - ii. 8 bus shelters
    - iii. social media ads
    - iv. bookmarks
    - v. banners for each library
  - e. new #DelcoStrong library cards – distributed to libraries and being given to all new library card applicants
  - f. Hoopla – no holds titles of eBooks, comics, audio, music, movies, and tv
  - g. PPE for member libraries – including gloves, sanitizing spray, paper towels, masks, hand sanitizer and free standing hand sanitizer dispensers
  - h. WiFi extenders for outdoor WiFi at libraries without capacity (in process of install)
3. Third, \$45,392.40 from Institute of Museum and Library Services, a federal agency, via Office of Commonwealth Libraries. This funding is being allocated to each library with a formula approved by a majority of member library directors. The formula takes into account the service area population and economic distress factors of each library, as required by OCL. These funds are available on a reimbursement basis and can be used for two specific objectives: to create a safe library environment and equipment or services to expand digital inclusion. The grant period extends through September 1, 2021. Thank you to Marple Library for acting as the fiscal agent for this grant.

## 9. Public Comments

J. Lewis Crozer Library - Crozer Library is working with the Chester Board of Health and two other healthcare organizations on a comprehensive set of programs related to the Coronavirus. The programs include the library serving as a site/landmark for drive up Coronavirus testing and a series of webinars on the nature of the virus, mental health issues, and the vaccine. Crozer is in discussion regarding the potential for serving as a vaccine site.

Aston Library, Glenna Carol- Tuesday is Music with Ms. Jill via zoom. A lively, interactive music program for toddlers through Kindergarten. Also, online programs with Ms. Debbie include story time for kids and crafts for adults. Curbside pickup hours have expanded to include 11am -4pm on Mondays and curbside pickup is now 6 days a week.

Upper Darby Libraries, Cynthia Wilson - The Upper Darby Township & Sellers Memorial Free Public Library are happy to announce that they have a complete board with the addition of new board members: Gina Amoroso, John Mullen and Kerry Robinson. Also they are grateful that the capital request was approved for new Sellers house and foyer roofs.

Nancy Davis, President of the Library Foundation of Delaware County – This all volunteer board's goals are to support all of the libraries in the county and extend services to residents. This year they have helped fund the Museum Pass Program, Finger Print Initiative for employees, and paid for personal protection gear for employees. They welcome suggestions for programs or services that will benefit all libraries.

## 10. Adjourn motioned and seconded by (Grommell-McGrane, J. Shulbank)

Future Dates & Locations: (delcolibraries.org, Facebook Live, YouTube)

- April 1<sup>st</sup> 2021
- June 3<sup>rd</sup> 2021
- August 5<sup>th</sup> 2021
- October 7<sup>th</sup> 2021
- December 2<sup>nd</sup> 2021