



**DELAWARE COUNTY LIBRARIES
BOARD OF DIRECTORS
MINUTES
THURSDAY, December 15, 2022 7:00 p.m.**

1. **Call to Order**- H. Grommell-McGrane, V. Maroun, I. Bains, K. Standen, D. Ferguson, T. Nixon(virtual), C. Bittle, A. Laepple
2. **Public Comments on Agenda Items**: no comments
3. **Minutes: October 20, 2022** – Motion made and seconded by (I. Baines, K. Standen) - unanimous approval
4. **Communications & Announcements**
 - a. **Keystone Community Grant** – Solar Equipment - All of the solar charging poles and benches have been installed at various libraries. They are as follows:
Easttown Library & Information 1 Solar Bench
Marple Public Library 2599 Sproul Road 2 Solar Benches
Media-Upper Providence Free Library 1 Solar Pole
Newtown Public Library 2 Solar Benches
Prospect Park Free Library 1 Solar Pole
Ridley Park Public Library 1 Solar Bench
Ridley Township Public Library & Resource Center 2 Solar Benches
Swarthmore Public Library 2 Solar Benches
Tinicum Memorial Public Library 1 Solar Bench
Upper Darby Township/Sellers Library – Municipal Branch 1 Solar Bench
Upper Darby Township/Sellers Library – Sellers Memorial Branch 2 Solar Bench
 - b. **Penn State Partnership** - Penn State University Libraries' Vairo Library at Penn State Brandywine has begun a lending partnership with Delaware County Libraries. All Delaware County Library cardholders may use their existing public library card to check out books and other items from the Vairo Library and other Penn State University Libraries locations. Patrons are invited to visit the Vairo Library, where they can create an online account. This account will enable users to request and renew books and other items. The online account will give on-campus access to University Libraries-licensed digital content, including hundreds of library databases, when using the Vairo Library computer workstations or workstations at any other University Libraries location. Thank you to the Middletown Library's Reference and Adult Services Librarian, Laura Kuchmay, for initiating the conversation and to Delco Libraries PR & Grants Coordinator, Theresa Dykes, for its completion.

c. **2022 Year in Review** –

1. Strategic Plan Adopted
2. Library Mobile App Launched
3. Sustainability
4. Multiple Grants Received

d. **Strategic Plan Update** – DCL staff met with strategic planning consultant Sheryl Trent on December 7 for the last contracted quarterly check in. A review of progress, accomplishments, and challenges was conducted. Metrics and measurements for 2023 were established.

Strategic Plan Super Stars from member libraries were recognized:

-Ariana (SH), Carrie Sturgill (RA), Alice Pakhtigian (YE), Maria McLaughlin (LA), Emily Zacharczyk (NO), and Vicki Sheeler (ME) for their work on Library Card Sign Up Month storytimes

-LaTanya Burno, Elena Maddox, Christina Rivera (MA), Joyce Platfoot (RA), Leah Kulikowski (FS), Arlene Caruso (NE) for their presentations at the Trustee Training workshop

e. **Trustee Training** – This year's Trustee Training, Fundraising Extravaganza, was held on Thursday, October 27 via Zoom. There were 74 attendees including trustees, Friends of the Library, and presenters. A post-session evaluation was completed by 29 participants – about 90% gave the program a 4 or 5 out of 5 in satisfaction and reported learning new information and ideas. The majority prefer future trainings to continue on Zoom. Moving forward it is anticipated to continue that way.

5. **Financial Report:** November 2022– Motion made and seconded (I. Baines, K. Standen) - unanimous approval

6. **Administrator's Report**

- a. 2022 Annual Report – All public libraries in Pennsylvania receiving state aid are required to complete and submit an annual report for the prior year. The 2022 Report is scheduled to open mid to late January 2023 via the counting Opinions website. Audit shall be filed every year for libraries which receive \$50,000 or more in State income annually. For those that receive less than \$50,000, an audit should be filed every third year with a financial review in the years that an audit is not required.

7. **Committee Reports-** No reports

8. **New Business**

- a. Create nomination committee for Executive Slate for 2023. Committee is: K Standen, I. Baines and D. Ferguson

9. **Old Business**

- a. 2023 Meetings, There was an error regarding the date for December 2023 meeting. It should be Thursday December 21st not December 16th. The meeting time for 2023 meetings will now be 6:30 pm. Motion made and seconded by (I. Baines, K. Standen), Unanimous approval.
- b. Plans for State Aid – Plans for State Aid were due on November 4th and all libraries were able to complete and submit a plan. 4 libraries' plans required revisions but these were addressed and resubmitted by the OCL set deadline.
- c. Audits/Financial Reviews – At the October meeting, it was reported that 23 member libraries and DCL had submitted audits or financial reviews by the October 1st annual deadline. Documents for two additional libraries have since been submitted and the requirement is considered met. The Borough of Folcroft Library did

not submit their outstanding financial reviews and audit for reporting years 2019, 2020, and 2021 and their 2021-2022 State Aid was forfeited. Funds were equally distributed to the remaining 25 member libraries with each library receiving an additional \$959.28. Checks were cut and mailed on Friday, December 9.

10. Public Comments-

- a. Trustee from J. Lewis Crozer Library wanted to know if there is a program for sending books that are out of circulation domestically or internationally
Recommended contacting individual libraries regarding any such programs.

11. Adjourn – motioned and seconded by (I Baines, K. Standen)- unanimous approval

12. 2023 Board of Directors Meetings Schedule

February 16, 2023

April 20, 2023

June 15, 2023

August 17, 2023

October 19, 2023

December 21, 2023