



**DELAWARE COUNTY LIBRARIES
BOARD OF DIRECTORS
MINUTES
THURSDAY, February 16, 2023 6:30 p.m.**

1. Call to Order

H. Grommell-McGrane, V. Maroun, I. Bains, D. Ferguson, T. Nixon, J. Shulbank,
C. Bittle, A. Laepple

2. Public Comments on Agenda Items

No comments

3. Minutes: December 15, 2022 – Motion

Motion made and seconded by D. Ferguson, V. Maroun; unanimous approval

4. Communications & Announcements

a. Public Notice of 2023 Meetings (C. Bittle)

As an agency of county government, Library Services is subject to the PA Sunshine Act. Bittle announced that notice was properly published in a newspaper of general circulation in Delaware County Daily Times on January 4, 2023 and that the agenda was posted outside the County Clerk's office.

b. DCL Open Positions (C. Bittle)

Announcement of two open positions in Library Services, Cataloging Services Specialist and Outreach Specialist. Bittle confirmed that both positions are existing, with the Outreach Specialist being updated for current needs.

c. Black History Month (C. Bittle)

February is Black History Month. Library Services partnered with Delaware County Council with a reading of *The Undeclared* by Kwame Alexander, video recording featuring Council is shared on social media platforms and the DCL webpage.

d. Women's History Month (C. Bittle)

March is Women's History Month. Library Services is partnering with Delaware County Council again with a reading of *Bring Me Some Apples and I'll Make*

You a Pie: A Story About Edna Lewis by Robbin Gourley (title is part of the Longwood Gardens Community Read program). The video recording will be available for viewing across all social media platforms during March.

e. Bingo License Renewal (C. Bittle)

Annual bingo license was renewed to cover events and fundraisers at member libraries. The Library Foundation of Delaware County funded this purchase.

f. Library Foundation of Delaware County

Mary Pat Lynam, Library Foundation of Delaware County, introduced herself and the Foundation. Lynam noted the foundation is now affiliated with Foundation for Delaware County and have added 6 new board members. Nancy Davis, LFDC Board President, highlighted ways they have supported libraries such as eresources grant, museum pass grant, provision of PPE, a mobile fingerprinting event for library staff, and county-wide training. Davis announced the kick off of the Library Grant Program. Libraries invited to apply for up to \$1500 grants for programs/projects using a simple application process. Application deadline March 31, 2023, Awards May 15, 2023. Shulbank and other board members thanked LFDC for their support of libraries.

5. Financial Report: January 2023 – Motion

Motion made and seconded, D. Ferguson, V. Maroun; unanimous approval

6. Administrator's Report

a. 2022 Annual Report (C. Bittle)

Report opened on January 27 and submission date is Friday, March 10. Reminder that annual financial reviews or audits are due no later than October 1.

b. Upgraded Technology Project (C. Bittle)

Announcement of upgrades being rolled out including 24" monitors, laser printers, thermal receipt printers, and new servers at some locations. Upgrades are funded by County Council through American Rescue Plan Act funds.

c. Office of Commonwealth Libraries (C. Bittle)

Bittle and Laepple meet quarterly with Office of Commonwealth Libraries liaison to exchange information. Directors have been informed and are encouraged to submit any items of concerns for discussion.

d. Member Library/Trustee Visits (A. Laepple)

Laepple reports visiting member libraries (21) and boards (18) in capacity as District Consultant. Visits are designed as an opportunity to introduce the role of the District Consultant to boards and learn more about what is happening

at libraries. Visits will be completed this Spring.

7. Committee Reports

No committee reports

8. New Business

Grommell-McGrane discussed concern regarding the degradation of communication between member library boards. Board members agreed this should be explored and requested a survey of member library boards. Staff will execute survey and share results at next meeting.

9. Old Business

a. Election of Officers

D. Ferguson presented slate of officer candidates on behalf of Nominating Committee: H. Grommell-McGrane, President, J. Shulbank, Vice President, I. Baines, Treasurer, D. Ferguson Secretary. Motion made and seconded, J. Shulbank, I. Baines; unanimous approval

10. Public Comments

Lisa Maffei Hahn, Ridley Township Public Library and Resource Center, reported the library collected more than 500 prom dresses, shoes, and accessories, and have given away more than 400 items distributed at no charge. Friends book sale scheduled, June 2-6, donations will be accepted beginning April 3. Red Cross Blood Drives – 8 events held in 2022, 261 pints collected. 2022 Fundraisers: Stocks Pound Cakes and raffles. MVP Recovery Center Information session will be hosted March 6.

11. Adjourn

Motion made and seconded, V. Mauron, I. Baines; unanimous approval

12. Next Meeting: April 20, 2023, 6:30pm