

TREDYFFRIN TOWNSHIP LIBRARIES
Minutes of the Board of Trustees (BoT)
Thursday, December 7, 2023
7:30 PM at Tredyffrin Library

The meeting dates for the year were advertised in the 12/13/2022 issue of Daily Local and the 12/11/2022 issue of the Main Line Suburban. The meeting dates for the year were published on the Township website by 12/31/2022 and were printed in the Township's newsletter 01/31/2023. The agenda was posted at the main entrance to the Library and published in the Daily Local on 12/1/2023. Copies of the agenda were made available for the public in attendance at the meeting.

Presiding: Anthony Ferris, President

Board Members Present (constituting a quorum):

Rob Croner
Kristin Dormuth
Anthony Ferris, President
Marianne Murphy
Rob Rose, Treasurer
Stacy Stone
Nancy Talley, Vice President
Jennifer Whip, Secretary (Via Zoom)

In Attendance:

KS Bhaskar, Tredyffrin Township Board of Supervisors
Kate Currigan, Friends of TPL
Valerie Green, Assistant Director & Head of Technical Services
Mallory Hoffman, Library Director
Marianne Hooper, Adult Programming and Community Outreach
Beverly Michaels, Paoli Branch Manager
Rachel Kramer, Fundraising Associate

1. The meeting was called to order at 7:42 pm by Anthony Ferris, President

2. ANNOUNCEMENTS

- See meeting agenda.
- There continue to be four openings for the Library Foundation Board.
- Anthony Ferris has tendered his resignation on both the Board of Trustees and the Library Foundation Board, effective today. This is Mr. Ferris' last presiding meeting.

3. PUBLIC COMMENT ON AGENDA

None.

4. ADOPTION OF AGENDA

Adoption of the agenda was unanimously approved.

5. CONSENT AGENDA

Minutes from the October 30 meeting were unanimously approved subject to two revisions which have since been uploaded and will be reapproved in the January Board of Trustees Meeting.

6. REPORTS

A. Director's Report – Ms. Hoffman

Written report submitted to Dropbox.

The chiller will arrive in February 2024, so the contractor is removing the temporary unit and replacing the window. We are waiting on a part for the HVAC unit in the King Room.

The Donor Breakfast on December 1st was well done. Ms. Hoffman noted how nice it was to meet our loyal patrons.

There will be an open house for the MakerSpace on Thursday, December 28th from 3-6 pm.

Township Manager Bill Martin plans to donate a grand piano to replace the one that has been on loan from a library patron.

Ms. Hoffman is continuing to work on finalizing various policies. When finished, we will retain the current copies in the Board of Trustees DropBox folder.

Business access continues to be strong with an increase from September to October. Circulation remains below pre-pandemic levels overall, but October circulation was the highest level for the month since 2020.

Branch Manager's Report - Ms. Michaels

Written report submitted to Dropbox. The Chester County Library System has been encouraging library patrons to share "Letters of Gratitude" with their favorite library. Ms. Michaels share some examples of the letters received by Paoli.

The Friends held a successful book sale on December 2 raising \$442.25.

Ms. Michaels indicated that Door Counts and Circulation are also up at the Paoli Branch. Numbers are provided in the her report.

Friends of TPL - Ms. Currigan

Anthony recognized the Friends for their generous donation prior to the formal board meeting and reiterated his appreciation for their continued generosity.

There is a book donation day on Saturday, December 9. Ms. Currigan made a plea for books, as we are light at this point.

The 2024 calendar for book sales will be published shortly. The Friends have five new volunteers in the last 6 weeks, including from the donor breakfast last week.

7. FINANCIAL MATTERS

Treasurer's Report - Mr. Rose

Reports were submitted to Dropbox. We need to vote on the budget for 2024.

Ms. Whip asked whether the Township has paid funds due to the library. Ms. Hoffman confirmed that the payment expected in November was not paid. Discussion ensued. Mr. Bhaskar has indicated he will assist with this.

Fundraising Report – Ms. Kramer

Ms. Kramer reported that the sponsor survey was light with few meaningful pieces of feedback, but all the feedback was favorable to the library.

Flowers were sent to three former board members to thank them for their service and a gift certificate was provided to Mr. Ferris.

Attendance at the donor breakfast was good, including some newer donors. Nice event and donors were appreciative of the event.

8. OLD BUSINESS

MakerSpace Policies were distributed through DropBox. Several questions were raised on the policies, which Ms. Hoffman has addressed. There are several additional revisions being proposed, so these will be approved in the January meeting. There will always be staff on hand when the MakerSpace is in use.

9. NEW BUSINESS

The 2024 Budget discussion was led by Mr. Rose who is estimating lower revenues of \$30k and increased expenditures of \$67k. Estimates include allocations for snow removal and

increased cleaning expenses, but this will be surplus if these expenditures do not come in as expected. The Library ended 2023 with a surplus because expenses came in lower than budgeted. A motion carried to approve the budget for 2024.

Ms. Hoffman is the incoming president of System Advisory Council (SAC). The meetings are quarterly.

The 2024 calendar was approved.

10. TREDYFFRIN TOWNSHIP SUPERVISOR COMMENTS

Bhaskar's term as liaison is up in January. The Board of Supervisors votes to appoint Supervisors to various boards. Questions were asked about process and whether residents can make a case for a particular Supervisor on boards.

There was a discussion about officer roles that expire in January 2024. The President and Secretary roles are up for renewal in January. The board nominated both Mr. Croner and Ms. Whip to continue in their roles. The motion carried and both board member's terms were extended.

The board thanked Mr. Ferris for his service to the Library Board of Trustees and the community at large.

11. PUBLIC COMMENT

None.

12. ADJOURNMENT

The meeting was adjourned at approximately 8:34 pm.
Next meeting: January 25 @ 7:00 pm at Tredyffrin Library.