

TREDYFFRIN TOWNSHIP LIBRARIES
Minutes of the Board of Trustees (BoT)
Thursday, September 26, 2024
7:00 PM at Tredyffrin Library

The meeting dates for the year were advertised in the 12/14/2023 issue of Daily Local and the 12/24/2023 issue of the Main Line Suburban. The meeting dates for the year were published on the Township website by 12/31/2023 and were printed in the Township's newsletter 01/31/2024. The agenda was posted at the main entrance to the Library and at the main entrance to the Township Building. Copies of the agenda were made available for the public in attendance at the meeting.

Presiding: Rob Croner, President

Board Members Present (constituting a quorum):

Kristin Dormuth
Peggy McGarrity
Marianne Murphy
Stacy Stone
Jennifer Whip, Secretary (arrived late)
Helen Yao

In Attendance:

Abby Cengel, Paoli Librarian
Valerie Green, Assistant Director & Head of Technical Services
Mallory Hoffman, Library Director
KS Bhaskar, Supervisor, Tredyffrin Township Board of Supervisors
Rachel Kramer, Fundraising
Jean Faber, Community Resident

Absent:

Kate Currigan, Friends of Tredyffrin Library
Rob Rose, Treasurer
Nancy Talley, Vice President

1. The meeting was called to order at 7:05 pm by Mr. Croner, President.

2. ANNOUNCEMENTS

- Helen Yao's term on the library board expires in October, and she has decided not to renew. She was thanked for her service and shared she looks forward to attending future events. Suggestions for new board members can be sent to Rob Croner, Mallory Hoffman, or KS Bhaskar.
- Two openings remain on the Foundation Board. Contact Mallory Hoffman, Rob Croner, or James Kim with suggestions.

3. PUBLIC COMMENT ON AGENDA

None.

4. ADOPTION OF AGENDA

Adoption of the agenda was unanimously approved.

5. CONSENT AGENDA

Minutes of the August 22nd meeting were unanimously approved with corrections:

- Ms. Stone noted an error in the Committees Report. It should read: "...the Budget Surplus Committee has continued **discussions** and plans to meet with..."
- Last name of Abby Cengel was misspelled as "Cenbel."

Postscript: These corrections have been made and posted to Dropbox as approved.

6. REPORTS

Director's Report – Ms. Hoffman

- Mallory Hoffman reported a successful August and opted to forgo a detailed summary due to the length of the agenda. A full director's report is available to the Board attendees in Dropbox.

Paoli Library Report – Abby Cengel

- Circulation of physical materials saw a slight dip, but nothing concerning. E-materials increased, and door count rose significantly (up 40%). The increase in door count may be attributed to the functioning door sensor and the strong success of the summer reading program.
- A part-time circulation assistant has been hired, with an offer extended today and an expected start in a few weeks.

Friends of Tredyffrin Public Library – Rachel Kramer in the absence of Kate Currigan.

- The donation day is scheduled for Saturday.
- The next book sale is November 8-10
- The most recent sale brought in around \$2,000, lower than expected, likely due to weather.
- Space constraints continue to be a concern. The library consistently requests dedicated space for the Friends in all renovation consultations. Monthly Donation Days help manage space by anticipating donations. Helen Yao also suggested new avenues for recruiting volunteers, such as Vanguard, to help after Donation Days.

7. Committees

- Ms. Stone reported that the Policy Committee met earlier today and made significant progress on the Collection Development Policy, with a few details still pending. The Programming Policy was deferred to prioritize the Bylaws, which are about halfway through review. The committee plans to complete the Bylaws and Collection Development reviews at the next meeting, with the Programming Policy as a stretch

goal. The meeting time was adjusted to 5:45 PM on Thursdays to accommodate work and commute schedules.

- Ms. Murphy reported that the Strategic Planning Committee met virtually to review and implement all Google Doc comments and suggestions on the strategic plan. A staff survey is being developed to gather additional input before the next revision. Staff feedback will be incorporated, and a follow-up revision meeting is planned for November. Additionally, the committee is focusing on how the Board can better support and leverage the Makerspace, including fundraising and other related goals.
- Mr. Croner reported on the Budget Surplus Committee, noting that a large cash surplus is currently in a low-interest account, creating an opportunity to move it to higher-yield accounts. The primary option under consideration is the Pennsylvania Local Government Investment Trust (PLGIT) administered by PFM Asset Management, a division of US Bancorp Asset Management. Rob Rose is drafting a policy for transferring funds from Chester County to PLGIT, which will be presented to the full board for discussion. The goal is to have a thorough discussion at the next meeting, though a separate meeting with Township Chief Operating Officer Joe DiRocco may be scheduled, and/or an executive session prior to the meeting.

FINANCIAL MATTERS

Treasurer's Report - Mr. Rose

- Mr. Rose was absent, so no summary was given.
- Reports are in Dropbox.

Fundraiser's Report – Rachel Kramer

- The library received \$5,000 from the PA Humanities Council for teen programming.
- Ms. Hoffman and Ms. Kramer met with a representative regarding a \$50,000 bequest, with most of the funds going into the endowment. They are considering setting up a Story Walk in Strafford Park.
- The mini-golf fundraiser is one month away, and board members are encouraged to participate. Sponsors receive two tickets, and attendees should notify Ms. Kramer. If not sponsoring, board members should purchase tickets. Over \$18,000 has been raised so far, but attendance is crucial for success. Word of mouth is the best way to attract people. Board members are expected to contribute \$1,000 through sponsorships, guests, or raffle ticket sales.
- A paddle raise for the Makerspace will take place during the adult night. Board members planning to donate at the \$1,000 and \$500 levels should contact Rachel if they wish to be designated as "plants" to encourage additional donations during the paddle raise.
- Ms. Murphy is coordinating the raffle and preparing items and signs for October display. Board members are asked to bring wine, liquor, or accessories to the next meeting as a contribution to a raffle basket.
- The Tredyffrin Library promotional video is complete and undergoing final edits including subtitles, Ms. Hoffman shared a preview of the draft video during the Board meeting. Additional footage will be captured during the mini golf fundraiser to promote future fundraisers.

8. OLD BUSINESS

- Library renovation: Ms. Hoffman met with two more architectural firms both of which are interested in submitting proposals before the deadline of Thanksgiving.
- The Paoli Wells Fargo Accounts have been closed as planned. Plans are under way to open Bank of America accounts.
- The Book Sanctuary proposal was closed because it was determined that the library had already adopted this status.
- Bank of America, which administers the library credit card, has requested a copy of the board minutes indicating that the Board had approved the removal of Beverly Michaels and addition of Mallory Hoffman. A motion to approve was made by Ms. Stone, seconded by Ms. Yao, and approved by unanimous consent of the Board of Trustees.
- Mr. Rose' term is up in October, and he was approved by the Tredyffrin Board of Supervisors to continue in his current role for another term.
- Ms. Yao, who's term is also up in October, has decided to step down from her role as Trustee effective with this evening's meeting. The Board of Trustees thanks Ms. Yao for her many years of service to the libraries and the township.
- October 5th is the Township Community Day at Wilson Farm Park. The libraries will have a table and provide information about the miniature golf tournament. In addition, library staff will host a table at the Berwyn Farmers Market on Sunday, October 6th. Ms. McGarrity offered to assist with the table on the 6th, and Ms. Dormuth volunteered to assist on the 5th.

9. NEW BUSINESS

- Ms. Hoffman shared details on the 2025 draft budget, discussing specific line items that warranted additional discussion. Ms. Hoffman will have a more complete draft for the October meeting so that the Board of Trustees can vote on the final budget before year-end.
- Ms. Whip asked if someone could take minutes for the October meeting because she will be on a train (but attending virtually). Mr. Croner indicated that this would be handled as we get closer to the meeting.

10. TREDYFFRIN TOWNSHIP SUPERVISOR COMMENTS

No comments

11. PUBLIC COMMENT

None.

12. ADJOURNMENT

- The meeting was adjourned at approximately 8:42 pm.
- Next meeting: October 24th @ 7:00 pm at Tredyffrin Library.

Postscript: The above minutes were largely scribed by Ms. Murphy with assistance from Ms. McGarrity. Ms. Whip and the Board of Trustees express their gratitude to both trustees for their assistance.