

DRAFT
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE ABINGTON TOWNSHIP PUBLIC LIBRARY

Date: January 23, 2023

The Meeting of the Board of Trustees was called to order at 7:06 p.m.

PRESENT: Joe Milano, Lauren Greaves, Emily Cooper, Nancy Wright, Elaine Cassidy Shanahan, Sabrina Taylor, Liz Fitzgerald and Terry Biansco, President of the Friends of the Library. Also in attendance were the following members of the public: Michelle Washington, Diane Moskal, four members of the Boys Scout Troop 437, and one Boy Scout parent.

PRESENTATION: There was no presentation. However, four members of Boy Scout Troop 437 were in attendance to observe how members of our board manage group dynamics, such as ways in which we agree and disagree.

MINUTES: A motion to approve the minutes of November 28, 2022, was made by Joe Milano, seconded by Lauren Greaves. Motion passed.

TREASURER’S REPORT:

- Emily Cooper reviewed the November 2022 and December 2022 Treasurer’s Report in preparation for them to be submitted and filed for audit.
- November 2022 report
 - Book endowment and building endowment had significant losses.
 - Significant funds were raised by the Friends of the Abington Library.
- December 2022
 - Book and Building Endowments showed significant losses.
 - Annual Appeal donations are starting to come in.
 - Building Expenses will come out of the Money Market Fulton Bank account.
 - Ended up spending \$27,673 for building repair. Approximately \$20,000 submitted for insurance claim. Decision for insurance coverage is pending.
 - Maintenance expenses totaled roughly \$34K, which was under budget.
 - Received notice from Fulton Bank that Jenkintown office will close in April. Other branches not conveniently located near library.
 - A motion was made by Joe Milano to destroy 2015 accounts payable invoices, voided checks, meeting room invoices, and time sheets as per the 7-year record retention recommendation made by the auditor as part of accounting best practices. Motion was seconded by Emily Cooper. Motion passed. Motion to destroy the 2020 general correspondence thank you letters, which have a 2-year record retention requirement, was made by Joe Milano, seconded by Elaine Cassidy Shanahan. Motion passed. Motion to reimburse Nancy Wright for Tom Tyler’s retirement party expenses up to the amount of \$500 was made by Joe Milano, seconded by Emily Cooper. Nancy Wright voiced her opposition to the motion. Motion passed.

DIRECTOR’S REPORT:

- The Children’s Department is OPEN again!
- Liz thanked the many Township staff members who managed throughout the recent building repairs and helped get the building operational again.
- A library in-service day took place on Friday, January 13, 2023. Joe and Lauren attended. The staff dove into the strategic plan and spent time into working groups that will be responsible for achieving two goals apiece moving forward.
- Library received funding for two capital projects, for 1) A new AC handler; and 2) A reserve that will be used for a match for an upcoming grant opportunity.
- A motion was made by Elaine Cassidy Shanahan to increase renewals to two for hotspots and connected Chromebooks. Motion was seconded by Nancy Wright. Motion passed.
- Working on getting community block grant to pay for hotspots and Chromebooks moving forward.
- Virtual author speaker series kicked off. Archive available online.
- Adult Murder Mystery Program is a big success! The second “Murder” took place on January 12, 2023.

- 210 adult programs were available in 2022!
- Legacy of the Holocaust lecture scheduled for January 27, 2023.
- Meditation class happening at end of January.
- Special shout-out to Hillary, who did an amazing job getting everything plugged in and operational after building repair.
- 4,500 items moved during repair. Cleaning was completed during in-service. Group effort!
- Rainbow Connections presenting at Berks County library and Kansas City public library.
- Self-care station is hugely popular. Dental office in the area planning to donate items for oral care. Teen pregnancy supplies donated by MontCo Family Planning.
- 937 teens attended programs in 2022. Completed more than 3000 volunteer hours last year.
- Black History event, run in partnership with Elkins Park library, planned for next month.
- Poetry workshop planned for March.
- Beth and Paige on our social media working group report that the library now has over 1000 Insta followers!
- Roslyn branch has lots of waiting lists for popular programs.

ADULT LITERACY:

- Elizabeth trying to find teachers and space for an additional beginners' literacy class.

COMMITTEE REPORTS:

- A. Friends – Book Cellar will open January 30. Pop-up sale will take place February 13, 2023. Volunteers are needed to help with the book sale. Another sale is scheduled for April. Friends donated \$14K to library. Winter Fest was a big success!
- B. Development/Long-Range Planning – Joe and Lauren attended in-service day. Hope to reach out with CHOP specialty care that just opened. Opportunity for new partnership (book mobile? Carts?).
- C. Personnel – Sabrina shared a Revised Director Evaluation form with board.
- D. Facilities – Joe reiterated that the Children's Department looks great. Township did great job overseeing this. Special thanks to Bill for helping with efforts, especially clean up. Grant opportunity for MontCo 2040 to support new library spaces, such as our plan to have an outdoor pavilion. Awaiting word from Township in grant management to see if they are supportive of our moving forward on this grant opportunity.
- E. Finance – Emily reported that our endowments experienced recent losses. Met with Ralph McDevitt, our financial advisor, last week – provided recommendations to deal with the losses. Emily went over Ralph's recommendations. Nancy suggested that Ralph provide recommendations in writing on a monthly basis moving forward.

NEW BUSINESS:

- Liz proposed an update to the patron policy, which includes, for example, guidelines for appropriate behavior toward staff. Language in the policy also was updated. Joe motioned to approve the patron policy as amended and distributed at the January 2023 Board of Trustees meeting. Sabrina seconded it. Motion passed.
- Language in Safe Children Policy also updated. Joe motioned to approve the updated language to the Safe Children Policy as amended and distributed to the Board at its January 2023 meeting, seconded by Sabrina. Motion passed.

CORRESPONDENCE: Distributed to all board members.

PUBLIC COMMENT: Boy Scouts expressed gratitude to the library for its services. Diane Moskal also expressed gratitude about teen self-care the library provides and pointed out Rainbow Connections and the national attention it receives.

EXECUTIVE SESSION: A motion was made by Joe Milano to adjourn the meeting of the board, seconded by Nancy Wright. The motion passed.

ADJOURNMENT:

The meeting was adjourned at 8:16 p.m.
Our next meeting is March 6, 2023.

Respectfully Submitted,
Elaine Cassidy Shanahan
Secretary