

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

Date: February 26, 2024

The Meeting of the Board of Trustees was called to order at 7:00 p.m. by Joe Milano.

PRESENT: Joe Milano, Emily Cooper, Liz Fitzgerald, Lauren Greaves, Daniel Kaye, Maurie Markman, Elaine Cassidy Shanahan, and Nancy Wright. Terry Biancosco, Michelle Washington and Diane Moskal also attended.

MINUTES: Motion to approve minutes of January 22, 2024, was made by Joe Milano, seconded by Emily Cooper. Motion approved.

PRESENTATION: None.

TREASURER'S REPORT:

- The December 2023 report was reviewed.
 - Interest was paid on two CDs from Penn Community Bank.
 - Net operating expenses were close to final number, ending the year \$214 over budget.
 - Book stock periodicals significantly under-budget because of change in vendor.
 - Electronic resources for the year were under-budget by \$6100.
 - We are grateful for the Friends who provided a sizeable contribution at the end of the year.
 - December report was reviewed and will be filed for audit.
- The January 2024 report also was reviewed.
 - Variances on special income mostly attributed to several staff transfers.
 - State aid was received in early February and was used to pay several bills.
 - We had two large maintenance expenses related to boiler and heating system. Gas bill this year is quite high because we had to turn off boiler numerous times to maintain reasonable indoor temperature.
 - January report was reviewed and will be filed for audit.

DIRECTOR'S REPORT:

- Personnel and Library Business
 - Fine free operations have been going well and people are excited.
 - Big increase in participation at Library Speakers' Consortium Author Events. 169 attended this month's three author events. Thank you to the Friends for supporting these events!
 - Liz networked with PSU staff and community at PSU Abington Town & Gown event on February 23.
- Strategic Plan
 - On March 4, library will be closed to the public for an In-Service Day, led by consultant Kim Zabloud.
 - Discussion will focus on priorities for Year 2 and information-sharing about lessons learned so far.
- Circulation
 - Department has been removing fines from patron accounts.
 - Some confusion exists about items (i.e., museum passes and hotspots) that still have fines.
- Reference
 - AARP appointments are all full.
- Program Highlights
 - Many staff people attended tax-planning and retirement-planning program.
 - Almost 30 people attended recent Mindfulness Meditation class.
 - Jennifer Weiner will speak on April 8 at PSU Abington.
 - Author Judy Stavisky will speak on March 4 about her book about Amish women.
 - Lego robotics program will take place on March 26.
 - History of Hip Hop will be on February 27.
 - Science Stories in the Park will take place this spring at Alverthorpe.
- Young Adults
 - Interactive Black History Month display about Black trailblazers can be found in the teen space.
- Upcoming Program Highlights
 - Peep dioramas will be on display soon; people can vote for favorites.
 - Tiny Art Show will be returning.
- Roslyn Library
 - African drum circle had a full house!
 - Ozobots in Space program celebrating Katherine Johnson also took place.

- Two Secret Garden programs for children scheduled for March and a Container Gardening talk will take place in April. Both are part of the Longwood Gardens Community Read program.
- Facilities
 - Jim Sheridan has been busy! He painted walls of the lobby, hung a new bulletin board, and ordered new carpet. Fixed roof and masonry. Will sand and stain bench in lobby.
 - New stage for concert series to arrive soon, generously paid for by Magilner family. Stage will be on wheels for portability.
 - We are seeking quotes to replace our leaky boiler. We have asked the township to cover costs.
 - We discussed whether it makes sense to document, even videotape, the building woes so township is aware of the inconveniences and expenses involved.

ADULT LITERACY:

- English classes continue to be popular and well-received; 48 students attended English classes in January.
- 22 tutors attended tutor support meeting this month; new three-part tutor trainings are coming up.
- Some interested students were turned away from English classes due to lack of space and capacity.
- We discussed the importance of finding temporary space so this program can address community need. Ideas included the township conference room, Ardsley Community Center, PSU Abington, or Rydal Waters.

COMMITTEE REPORTS:

- A. Friends – Terry Biansco: Working with Liz and Jay to prepare for the Jennifer Weiner author event. Donated \$12K at last meeting. Garden Festival will take place on March 23, where books and garden items will be sold. Spring Plant and Book Sale will be on April 27, conducted in partnership with EAC. Sponsoring a flea market with vendors at the event. Another author event is scheduled for June. We need to spread to word about the Book Cellar so everyone knows about it and the upcoming Friends events!
- B. Personnel – Nancy Wright: She will make a few tweaks to bylaws.
- C. Development/Long-Range Planning: Maurie Markman will take over this committee moving forward.
- D. Facilities – Joe Milano: No update.
- E. Finance and Investment– Emily Cooper: Audit is coming up soon.

UNFINISHED BUSINESS: We revisited procedures for destroying and retaining paperwork. Liz asked Board to make a motion to destroy 2021 general correspondence and thank-you letters because this type of correspondence has a two-year retention requirement. Motion moved by Joe Milano, seconded by Maurie Markman. Motion passed.

NEW BUSINESS: One CD will come due on March 17, 2024. Dimitra will obtain final rates for reinvestment options when they are available on March 1. Board will decide reinvestment option for CD before March 17.

CORRESPONDENCE: Distributed to all Board members.

PUBLIC COMMENT: Board discussed the importance of generating and promoting stories that highlight exciting developments and fun moments tied to library use so we can “sell” the ATPL to the public and stakeholders. Michelle Washington commented that Library Wins and Celebrations content can track helpful narratives for us to promote. Michelle Washington shared that this year marks is the 40th anniversary of adult literacy!

EXECUTIVE SESSION: Motion was made by Joe Milano to adjourn the meeting of the Board, seconded by Maurie Markman. The motion passed.

ADJOURNMENT:

The meeting was adjourned at 7:58 p.m.

Our next Board meeting is March 25, 2024, at 7 p.m.

Joe Milano will attend next Friends meeting on May 11, 2024, at 9:45 a.m.

Respectfully Submitted,
Elaine Cassidy Shanahan
Board Secretary