

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

Date: May 22, 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, Lauren Greaves, Maurie Markman, Elaine Cassidy Shanahan, and Mimi Satterthwaite. Terry Biansco, Michelle Washington, Lily Reilly, and Joe Rooney were also in attendance.

MINUTES: Motion to approve the minutes of April 29, 2024, was made by Joe Milano, seconded by Maurie Markman. Motion approved.

PRESENTATION: None.

TREASURER'S REPORT:

Mimi Satterthwaite distributed copies of the recent financial audit to all members who were present at the meeting.

- The Library's general balance is relatively low right now because many bills were recently paid.
- Gas expenses are relatively high this month due to increase in rates.
- The Library was charged a larger amount than anticipated for its recent audit, but it can absorb this surcharge because it will be under-budget for several line items elsewhere in the budget.
- Next month's budget will reflect a very generous \$50,000 donation from the Friends. Thank you, Friends!
- Effective April 1, 2024, Penn Community Bank will calculate CD interest daily, which should result in higher earnings for CD balances.
- Rockledge appropriation was received in the amount of \$2,500.
- A motion was made by Elaine Cassidy Shanahan and seconded by Maurie Markman to expense and transfer \$10,000 from the Shay/Ollinger Book Endowment with Raymond James to the operating account for the collection. Motion passed.

The April report has been reviewed and will be filed for audit.

DIRECTOR'S REPORT:

Mimi Satterthwaite provided the Director's Report in Liz's absence.

Personnel and Library Business

- Marcus Palm continues work on the signage project for his Drexel Capstone Project.
- Liz met with Angelo Pontelandolfo from the Township to discuss the pavilion and 2025 capital projects.
- Carolyn DuBois will retire September 1, 2024. We are very grateful for her many years of service!

Strategic Plan

- Seven Library Pop-Ups are scheduled in the Parks on Wednesdays beginning in July in partnership with community development, parks and rec, and the library. They will provide lunches and activities.

Reference

- The Reference Department's shifting project is well underway. Non-fiction, audiobooks, Playaways, and large-print books are being moved to new locations.

Upcoming Events

- Ayana Mathis will speak at PSU Abington Sutherland Building June 4 at 6:30 p.m. \$10 tickets still available!
- Summer Reading Kick-Off Party on June 17.

Children's

- 15 new children's programs with lots of attendees, including Science Stories in the Park, story times with preschoolers and toddlers, and a special storytime with local author Nancy Braitman.
- Jessica Olzak and Sara Huff are planning PrideFest, a fun day with vendors, local authors, and music.
- Carolyn DuBois and Sara Huff are visiting Abington schools to promote Summer Reading.
- The high school Art Department are painting Summer Reading-inspired murals for Roslyn and Abington.

Young Adults

- Teens volunteered 772 hours creating pop-up cards, counting puzzle pieces, and assisting library programs.

Program Highlights:

- May's Q Crew included two new teens.
- Taylor Swift Trivia Night had 43 attendees (adults and teens).

Roslyn

- The Shizen paper program and Remake Learning Day using recycled objects were wonderful!
- Meg Mitchell brought storytimes to Ardsley Day Care, Almost Home Day Care, and Abington Day School.
- Roslyn staff has been visiting local parks to offer popsicles and impromptu library programs.

Facilities

- We are immensely grateful for the multitude of projects Jim Sheridan oversees, especially this past month!
- Jim replaced Roslyn's hot water heater and air conditioner filter, installed Roslyn's new water fountain/filling station, and coordinated the installation of a second native plant garden in the south parking lot.
- As part of the PA Department of Education grant, Township electricians installed new electric outlet boxes under all tables on the main floor.

ADULT LITERACY REPORT:

- Literacy classes continue to be very popular. 72 students currently meet with 74 tutors.
- 8 new ESL students come from various countries, including Haiti, Macedonia, Peru, Korea, Turkey, and China.
- Elizabeth will be looking for a replacement teacher for the Monday evening conversation class in the fall.
- Erica Elrod, a Souderton ESL teacher, is a new hire working with Elizabeth designing workshops and materials.
- Potluck Dinner and Celebration will take place at Alverthorpe Park on June 20th at 6:30 p.m.!

COMMITTEE REPORTS:

- A. Friends – Terry Biansco: Great Spring Book and Plant Sale with record sales! Volunteers will help with the Ayana Mathis author event on June 4. Friends will host a brunch potluck brunch on June 8 at 9:45 a.m. They also are participating in Summer Reading Kickoff, giving out lemonade and offering their help.
- B. Personnel – Nancy Wright: No updates.
- C. Development/Long-Range Planning -- Maurie Markman: Ideas are moving ahead. Liz prepared a pictorial representation of various libraries. Joe Milano is preparing a PowerPoint presentation for next meeting. Hoping for concrete examples to help shape our priorities to present to the Township.
- D. Facilities – Joe Milano: No updates.
- E. Finance and Investment– Emily Cooper: No updates.

UNFINISHED BUSINESS: None.

NEW BUSINESS: Library Board Officer elections took place. Current officers chose to retain their posts. Joe Milano made a motion to move forward with the current slate of candidates with Joe Milano as President, Lauren Greaves as Vice President, Elaine Cassidy Shanahan as Secretary, and Emily Cooper as Treasurer. Motion was seconded by Maurie Markman. Motion passed.

Committee assignments also were reviewed. All assignments will remain the same, with the exception to add Elaine Cassidy Shanahan to the Personnel Committee.

The Internet and Computer Acceptable Use Policy was discussed. The current policy allows people with valid library cards or guest passes to be eligible to use the internet installed on library computers for 60 minutes, with the option to add 30-minute extensions once their 60 minutes have expired. Since 2022, the demand for the library computers and internet has decreased. A motion was made by Elaine Cassidy Shanahan to amend the current policy so that patrons are eligible for 60-minute extensions if library computers are available. Motion was seconded by Maurie Markman. Motion passed.

CORRESPONDENCE: Distributed to all Board members.

PUBLIC COMMENT: Joe Rooney, member of the public, asked whether financial decisions need to be subjected to roll-call votes. Instead, financial decisions are made via Board approval. He inquired whether Adult Literacy participants take classes to learn English as a second language or gain general literacy skills. He also asked whether the literacy classes are available to Abington residents only. Clarification was made that, in general, participants take Adult Literacy classes to learn English as a second language, and they are not limited to Abington residents.

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

ADJOURNMENT:

The meeting was adjourned at 7:48 p.m.

Our next Board meeting is June 21, 2024, at 7 p.m.

Liz Fitzgerald will attend Friends brunch meeting on June 8, 2024, at 9:45 a.m.

Respectfully Submitted,
Elaine Cassidy Shanahan
Board Secretary