**RACHEL KOHL COMMUNITY LIBRARY**

**BOARD OF TRUSTEES MEETING MINUTES**

**May 20, 2024, 6:30 PM**

Present: Susan Sternberg, Debbie Miller, Jen Panaro (via phone), Saleem Shaik (via Zoom), Jim Breen, Garrick Weaver (via Zoom), Nicholas Altamuro, Kathy Gorman and Angela Horstmann

Absent: N/A

Call to Order: 6:30 pm Jean called the meeting to order.

Presentation of Eagle Scout Project – Akshay from the local troop 260 Eagle Scouts presented his Eagle Scout project proposal of installing a flag drop box at the library for purposes of retiring old flags. The 260 Eagle Scout troop will maintain the box and collect the flags regularly.

1. Minutes: Motion to approve April 2024 minutes.
2. Facilities: Susan shared that the well water is going to be analyzed – there may be hard metals in the well water that is doing damage to the A/C cooling tower. Susan is looking into the gutters (may clog when heavy rains occur). New cleaning company is starting this Friday (May 24, 2024).
3. Director’s Report: See attachment 1 for Susan’s report.
4. Treasurer’s Report:
	1. Motion to approve April 2024 financials. Jean made a motion to approve the April 2024 financial reports, Debbie seconded. Passed Unanimously.
	2. Infinite giving – Will be entering into a 1-year agreement with a month-to-month option for the services. Jean motioned to engage with Infinite giving to engage infinite giving for a period of 1-year for the $99 per month charge (with $100,000 to be moved into the investment account at Infinite Giving). Kathy seconded the motion. Passed Unanimously.
	3. Jen will look to grant access to SharePoint site for all board members.

5. DCL: Meetings, 6:30 - 2024 Meetings at the Government Center in Media:

 - June 20th, Aug. 15th Debbie will be attending.

6. Communications & Announcements.

7. Committee Reports:

Fundraising - Angela noted that it would be helpful to put more advertising around the Delco Gives Day for next year (Angela volunteered to spearhead this next year).

 Strategic Plan - Committee members Susan, Jean, Angela and Kathy.

 Garden Club -

 Trustee reports from attendance at municipal meetings

8. Old Business:

a. Infinite Giving – Donations (discussed above under the treasurer’s report)

b. Discussion and vote of the Roundabouts Project/Concord Township; agreement and requests

On May 13, 2024, Concord Township employees held a meeting with the RCKL Board of Trustees and Director. The purpose of this meeting was to walk through the Smithbridge Road (SR 3046) Roundabout & Pathways project. In attendance at the meeting were the following individuals:

Concord Township: Amanda Serock, Township Manager, Nate Cline (Pennoni Associates & Concord Township Engineer), Dominic Pileggi, Township Council, Vinita Deshmukh, Township Council, Larry Mutschler, Township Council.

Rachel Kohl Community Library: Susan Sternberg (RKCL Director), RKCL Board members: Debbie Miller, Jen Panaro, Saleem Shaik, Jim Breen, Garrick Weaver, Nicholas Altamuro, Kathy Gorman and Angela Horstmann

At this meeting Nate Cline (Pennoni Associates & Concord Township Engineer) walked through printed out blueprints of the Smithbridge Road project. This project entails adding a roundabout at the intersection of Smithbridge Road and Kirk Roads and creating a walking trail from that roundabout down Smithbridge Road to Garnet Valley High School. The project will have a walkway spur off of Smithbridge Road and down Bob Mench Drive to connect to Garnet Valley Middle School.

Additionally, Amanda Serock shared that as part of this project, Concord Township is required by Penn Dot to acquire any land where this proposed walkway will be installed. Concord Township shared with RKCL a third party appraisal report that placed a value on approximately 2,318 square feet of land that the township is in need for the required trail easement. The land is immediately adjacent to Bob Mench Drive and in the plans from the township, no parking spaces would be impacted as a result of the installation of the sidewalk.

Concord Township requested that the RKCL board waive the financial consideration value from the Township as outlined in the independent valuation report as the township has a long history of supporting the library, both financially and through services in-kind. Additionally, the township shared they believe having this walking path will increase foot traffic to the library.

The RKCL board of trustees felt it would not be financially prudent to gift land to Concord Township as part of this project because i) the RKCL is an independent non-profit organization, ii) the RKCL is funded by multiple townships (not only Concord Township), and iii) at the present time there is still a mortgage on the property with Concord Township financing the mortgage.

Dominic Pileggi raised that the sidewalks would benefit Concord Township residents as the sidewalks will be within the township’s boundaries and requested the RKCL board to waive their pro-rata share of the appraisal value. The RKCL board felt as though this was a reasonable compromise for the sale of the land to Concord Township for the purposes of installation of a sidewalk. The below chart illustrates the calculation for the proposed compromised amount. Concord Township contributes roughly 65.8% on average to the RKCL. Of the total independent appraisal value of $21,900, if the RKCL board were to waive the Concord Township proportionate share, this would leave approximately $7,480 which would need to be provided to RKCL by Concord Township in order to make the other townships whole as part of this transaction.

As part of this meeting, Dominic Pileggi and Amanda Serock of Concord Township requested that RKCL Board sign a waive of rights of the appraised fee of $21,900 for the land and donate the land to Concord Township for this project. Separately Dominic Pileggi verbally agreed that the $7,480 highlighted below could be made as a donation to the RKCL from Concord Township to fulfil the spirit of the discussion held at this meeting on May 13th 2024.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2021** | **2022** | **2023** | **Average** | **Appraisal** |
| **Annual Concord Township Contributions** |  $ 195,584  |  $ 196,158  |  $ 202,006  |  $ 197,916  |  **$ 14,420**  |
| **Annual Total Municipality Contributions** |  $ 297,584  |  $ 298,158  |  $ 306,006  |  $ 300,583  |  $ 21,900  |
| **Concord Township Contributions as a percentage of total Contributions** | 65.7% | 65.8% | 66.0% | 65.8% |  |
|  |  |  |  |  |  |
|  |  |  |  | **Agreed Upon Payment** |  $ 7,480  |

On May 20th, 2024, RKCL board of trustees made the following motions. The RKCL notes that these votes and motions are separately made as Concord Township has requested RKCL waive the rights to payment for the land and in turn the Township will make a separate contribution in the spirit of the discussion above:

1. Motion for board approval to sign the Waiver of Rights document provided by Concord Township, effectively waiving right to the $21,900 compensation for the 2,318 sq foot of land lining Bob Mench Drive for the purposes of installing a walking path as part of the Smithbridge Road Project.

Board Member Vote: Unanimously approved

1. Motion for board approval of the verbal donation of $7,480 from Concord Township which is intended to represent 34.2% of the $21,900 appraisal value of land being donated to the Township by the RKCL for purposes of future walking paths to be installed alongside Bob Mench Drive.

Board Member Vote: Unanimously approved

9. New Business:

1. DCL Agreement discussion and vote – Reviewed the district negotiated agreement that was presented to the library. The library will follow the same procedures as the prior year in that nothing is to be signed by the RKCL for this report.
2. Susan can put together township reports (similar to what she does for Bethel) for other townships – we will just need to let Susan know when the township meetings are.

10. Public Comment: N/A – no public attendees.

11. Adjourn: Jean adjourned the meeting.

NEXT RKCL BOARD MEETING – June 24, 2024

**Board Terms:**

**Bethel**- Garrick Weaver 06/15/2022-12/31/2025 Angela Horstmann 03/2024 – 12/31/2025

**Chadds Ford**- Jennifer Panaro 01/01/2020-12/31/2024

**Chester Heights**- Deborah Miller 01/25/2021- 01/25/2027

**Concord-** Saleem Shaik11/07/2018 - 02/07/2026, Jim Breen 12/18/2023-12/17/2026,

Kathy Gorman12/18/2023-12/17/2026, Nicholas Altamuro 12/18/2023-12/17/2026 Saleem Shaik, 117/2018-**Thornbury**- Jean MacKenzie 10/15/2017-10/15/2026

**Attachment 1**

**DIRECTOR’S REPORT – May 2024**

**FUNDRAISING**

. We have received checks from Sun East Federal Credit Union, H & H Heating and Team Toyota. I sent letters to 8 real estate agencies I have not heard from Kendra Scott regarding their donation

**DELCO GIVES DAY**

Delco Gives Day donations added up to $715 (before the 6% fees are taken out). We had 21 donors.

**BLOOD DRIVE**

We are having a blood drive on May 20 from 11am – 3pm.

**SMTHBRIDGE ROAD IMPROVEMENT PROJECT**

As you know, we had a meeting Monday night with township representatives. Let’s discuss.

**STRATEGIC PLAN**

Kathy, Jean, Angela and I met. I have attached the most current version. Remember this is a work very much in progress.

**HOMEBOUND DELIVERY PROGRAM**

So far, we have recruited several volunteer drivers, but no customers. I sent a ‘press release’ to the townships, Delco Times, etc. I’m hoping they will help in getting the word out.

**DISTRICT NEGOTIATED AGREEMENT**

This is attached. It outlines what DCLS expects from us and what we get from them. We sign it to indicate we agree. For the past several years we have not signed, to signal our dissatisfaction with how county funds are divvied up.

**HEALTH BENEFITS**

ADP, our payroll processor, also has a small business health benefits plan. I have attached it to this email. This will give us a comparison to My Health Benefits from PANO.

**TUITION REIMBURSEMENT**

I have attached a draft (sample) tuition reimbursement policy that other libraries have used.