

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

18 June 2025, 7:00-8:00 PM Library Krapf Room

PRESENT: Amy Kelly, Beth Valocchi, Carol Klein (Secretary), Debbie Shupp, Emily Interrante, Francine Dague (President), Jack Hines, Jasmine Smith (Library Director), Jennifer Breton (SAC Representative), Kelsey Houdeshel, Mark DeWitte, Marcy Hessinger (Vice President). Via ZOOM, Diane Maguire (Friends of the Library).

ABSENT: Desiree Threadgill, Josh Young, Ron Dankanich (Treasurer), Whitney Kalmbach.

Approval of Minutes: At 7:00 PM, President Francine Dague called the meeting to order and called for approval of May Minutes. Jack Hines moved to approve; Marcy Hessinger seconded. All were in favor, and the motion passed.

Library Director's Report & Monthly Statistics—Jasmine Smith emailed Trustees (with the June meeting packet) the following **MAY STATISTICS:** Open 26 days in May 2025, the Library's increases over May 2024 included Total Year-to-Date Circulation (80,317 vs. 76,946); Total Card Holders (12,398 vs. 11,142); New Patrons (133 vs. 128); Total Programs (97 vs. 77); Total Live Program Attendance (1,766 vs. 821); and Monthly Patron Visits (9,333 vs. 8,248). Juvenile and Teen Live Attendance were 1,113 vs. 547 and 50 vs. one, respectively. The Library passed the Chester County Library System Business Office's **Financial Audit**.

PROGRAM HIGHLIGHTS. Sarah Barker, Adult Program Coordinator, started a **Nonfiction Reading Group**. Popular programs/events for adults and children included **Mahjong**, **Princess Story Time**, and the **Sidewalk Chalk Art Party**. The Library's Youth Services Coordinator Rebecca Viola partnered with the Chester County Intermediate Unit (CCIU) to present literacy and library skill-building programs. **Baby Play Music with Miss Emma** June and July sessions are filling quickly. **Drop-in Family Reading** (with Tuesday indoor and Thursday outdoor programs) is hosting as many as 150 patrons per outdoor session. Both Rebecca and Youth Services Assistant Heather Bowers read to the children. **"Color Our World" Summer Reading** kicked off June 7, with about 600 children + teens and 90 adults signed up, already reaching ½ the total numbers for 2024. Special programs include **Preschool Yoga Storytime with Miss Cassie from Pretzel Kids Yoga**, **Box Turtle Storytime with Mr. Jared** and his friend Mr. Charlie the box turtle, and the hands-on **STEM Spark Animal Mysteries**. **Civic Literacy** actions were completed toward **PA Forward Star Program Silver Level**. A program's assigned literacy type is shown with a book graphic from the PA Forward program graphics catalog. **Top 10 Scams**, presented by the PA Office of the Attorney General's Public Protection Division on July 9, will support Information Literacy. **STAFF.** Jasmine submitted paperwork to hire two more desk staff. **FACILITIES.** Jasmine submitted a quote to the Property Committee for a Silent Panic Button at the front desk. A contractor repaired one set of the library's entrance doors' open/close mechanisms. Another contractor cleaned the building's gutters. **TRUSTEE TRAINING,** Jasmine set up access to a one-hour recording from the **Board & Trustee Institute**, "Engaging Community Leaders" on June 11. **FUNDING.** The state announced it will receive \$6M, the full 2025 federal funding for Library programs.

Treasurer's Report—Ron Dankanich's May 2025 financial reports were included with the June Board of Trustees' Meeting packet. The **Revenue Activity** spreadsheet reported \$311 from Charges; \$1,236.13 from Fines & Overdues; \$824.15 in Donations; \$4,442.15 from Fund Raising Events; as well as \$328.75 from Annual Giving. The May and June reports will be presented for approval in the July meeting.

Committee Reports

The Board Governance/Nominating Sub-Committee—Beth Valocchi explained updates to the **Friends Policy** and presented it for approval. Amy Kelly moved to approve the updated Friends Policy; Jack Hines seconded. All were in favor; the motion passed. Beth explained updates to the **Employee Handbook** reflecting Jack Hines' suggested additional language concerning disciplinary action and presented it for approval. Jennifer Breton moved to approve the updated Employee Handbook; Jack seconded. All were in favor; the motion passed.

Finance/Property—Mark DeWitte reported for David Proctor, Friends Group, that the new **Storage Shed's** temporary struts can be removed to build shelves, etc.

Personnel—Beyond the Staff updates in Jasmine's report, there were no personnel updates.

Community Outreach, Fundraising, and Major Gifts—Emily Interrante.

- Elyse Ford, Valley Gardening Club, presented a **Container Planting Demonstration** May 23 in the Library. The 29 attendees enjoyed meeting fellow gardeners and expressed delight that the Library has such great programs. The **Container Planting Competition** was held in the Library parking lot on June 13. The 7 attendees (vs. 10 registered) exhibited their containers from their car trunks. Elyse Ford, Debbie Miles, Marcy Hessinger, and Beth Valocchi judged entries. The top winners received Library medals: (1st prize) Kathy Bucher, (2nd prize) Kitty Newman, and (3rd prize) Joanna Mazer. In addition, Marcy Hessinger generously donated a \$50 Longwood Gift Card for first prize. Carol Klein donated Osmocote for second prize and Miracle Grow for all three winners.
- Due to the weather forecast, the Library didn't use Kimberton Whole Foods' table at the June 7 **Downingtown Farmers Market/Strawberry Market**. Summer Reading Registration and activities were held as scheduled in the Library.
- At the July 4th **Downingtown's Good Neighbor Day**, children will post notes describing why they love Downingtown Library. Outreach will support the August 16 **Uwchlan Community Day**, September 13 **E. Caln Kids Day**, and October 5 **Downingtown Fall Fest** and **E. Brandywine Fall Festival**.
- The October 25 **Brew-Down** at Minquas Fire Company event website is ready to accept sponsorships.
- **150th Anniversary Committee—Beth Valocchi** reported that the committee's first meeting will be June 23 to discuss branding/logo design and that standing meeting times will be established.

The System Advisory Council (SAC)—Jennifer Breton. The next meeting is August 12.

The Expansion Committee—Jack Hines reported that Kimmel-Bogrette's proposal will be discussed at the June 23 meeting. Jack will ask municipalities for their commitments. The goal is to reach \$1M. Fundraising moving forward will require a Fundraising Consultant. Debbie Shupp recommended the use of a WealthEngine Database, a tool to identify individuals' philanthropic giving history and potential for future engagement and donations.

Friends' Report—Diane Maguire is stepping down as Friends' President, to be succeeded in August by Mary Beth Hudak, who currently heads the Friends' Book Sales. Mary Beth will attend the Board of Trustees' July meeting. Diane applauded the Board for its accomplishments. On behalf of the Board, President Francine Dague thanked Diane for her many contributions.

There being no **New Business**, at 7:35 PM, Francine Dague requested a **motion to adjourn**. Marcy so moved; Emily seconded. All approved, and the meeting was adjourned. **The Board's next meeting will be July 16 in the Krapf Program Room.**

Respectfully submitted by Carol S. Klein, Secretary

ADDENDA: Beth Valocchi requested **pictures and articles about the Library's history**. Jack Hines recommended the Brandywine Conservancy's new website: **The Brandywine Native Garden Hub**.