

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

May 21st, 7:00-8:00 PM Library Krapf Room

PRESENT: Amy Kelly, Carol Klein (Secretary), Debbie Shupp, Desiree Threadgill, Emily Interrante, Francine Dague (President), Jack Hines, Jasmine Smith (Library Director), Josh Young, Mark DeWitte, Marcy Hessinger (Vice President), Ron Dankanich (Treasurer). Via ZOOM: Beth Valocchi, Diane Maguire (Friends of the Library), Whitney Kalmbach

ABSENT: Jennifer Breton (SAC Representative), Kelsey Houdeshel

Approval of April Minutes: At 7:00 PM, President Francine Dague called the meeting to order and called for approval of April Minutes. Ron moved to approve the April Minutes; Mark seconded. All were in favor, and the motion passed.

Monthly Reports

Library Director's Report & Monthly Statistics—Jasmine Smith emailed Trustees (with the May meeting packet) the following **APRIL STATISTICS:** Open 26 days in April 2025, the Library celebrated increases over April 2024 including Total Year-to-Date Circulation (63,347 vs. 61,854); Total Card Holders (12,295 vs. 11,080); New Patrons (136 vs. 130); Total Live Program Attendance (1,243 vs. 970). Monthly Patron Visits were 10,877 vs. 12,281. The increased Equipment use (Hotspots, Ukuleles, American Girl Kits, and Family Fun Kits, for example) reflects patrons' becoming more aware that these items can be checked out. **HIGHLIGHTS.** Reviewers approved the Library's **2024 State Annual Report** of library operations, resources, and services—used, among other purposes, to determine state aid eligibility. Civic & Social Literacy actions were completed for the **PA Forward Star Program Silver Level**, with “The Shot Heard 'Round the World” (April 12) as a sample program. Handel's Homemade Ice Cream of Downingtown sponsored **Drop-In Family Storytime with Belle—a Real Live Princess**, on May 2, attended by 135 people. Jasmine and Amber Timlin (Coatesville Library Director) attended the PA Library Association's **May 4 – 6 Director's Institute**, which provided coaching on leadership topics such as budgeting and community relationships. **“Color Our World” Summer Reading** kicks off June 7, with volunteer Teens trained to assist with registration activities. **Horror Trivia Night** on September 19 (6:30 – 9:30) for ages 16+ will feature Lady Raven, with 20% of proceeds from tickets and raffles benefiting the Library and a discount code available for patrons. The Friends Group requested October 17 for the **Fall Book Sale**. Sarah Barker's popular Adult Programs include Mah Jong and wait-listed Invisible Mending. With the Library's popular, long-serving **Spanish Storytime** volunteer retiring, Youth Services Coordinator, Rebecca Viola, is looking for a replacement. **FACILITIES.** On May 16, Jasmine posted a Nature Alert and contacted Chester County Bee Keepers to remove the **swarm of bees** in the tree next to the Library's front door and book drop. A second bee keeper removed remaining bees that did not follow the queen bee. Ron Dankanich moved to approve the purchase of a **Silent Panic Button** for the front desk. Amy Kelly seconded. All were in favor; the motion passed. The Property Committee will implement the purchase and installation. For **TRUSTEE TRAINING**, Jasmine set up access to a one-hour recording from the **Board & Trustee Institute**, “Easy Advocacy All Year Long” on May 28. There were no **STAFF** changes. **FUNDING.** PA received half of expected federal **Institute of Museum and Library Services (IMLS) Funding** used for programs such as PA Forward. The **Educational Improvement Tax Credit Program (EITC)** awards tax credits to eligible businesses contributing to qualified organizations that enhance learning, foster creativity, and strengthen community engagement. Todd Unger's Special Purpose Entity may be able to match the Library with eligible businesses.

Treasurer's Report—Ron Dankanich highlighted **April 2025 Revenue Activity** including \$31,019.04 from Local Government (\$21,019.04 from Chester County + 10,000 from East Bradford); \$17,843.54 from Charges (including \$17,255.29 from the Friends Book Sale); \$1,312.23 from Fines & Overdues; \$5,285.60 in Donations; \$8,668.80 from Fund Raising Events; as well as \$1,255.75 from Annual Giving. Jack Hines moved to approve the Financials subject to audit; Marcy Hessinger seconded. All were in favor; the motion passed.

Committee Reports

The Board Governance/Nominating Sub-Committee did not meet in April. **Beth Valocchi** presented the **Employee Handbook** for approval, thanking Jasmine Smith and Carol Klein for their valuable help with content and language respectively. Emily congratulated the Governance Committee for their considerable effort on the updated Handbook. Final approval of the Handbook was tabled so that the Committee could discuss Jack Hine's suggested additional language.

Finance/Property—Ron Dankanich. Valley Garden Club requested a timed sprinkler to water the gardens. A plaque is also needed to honor Debbie Miles' mother and to acknowledge the Valley Garden Club's contribution of installing and maintaining the gardens. **Uwchlan Garden Club** will install plants in the Library's Explorium planter boxes.

Personnel—Ron Dankanich. The Personnel Committee did not meet this month. There were no personnel changes and no updates. Francine read a note from Cathy Murphy, thanking the Board for the Staff Appreciation Party.

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

- **Spirit Night at Handel's Ice Cream**, April 23, with 20% of our sales going to the Library, raised \$300.
- **Designer Bag Bingo**, a sold-out event on May 9 at Raymour & Flanigan in Exton, netted \$9,650.00, including a \$200 donation from Hankin Group. Thanks to everyone who donated!
- **West Bradford Day** was May 18. Emily Interrante and Kelsey Houdeshel staffed the Library's table. Children releasing Capsule Machine prizes were asked about their reading. Donations totaled \$30.00.
- Elyse Ford of Valley Gardening Club will present a **Container Planting Demonstration** on May 23. The **Container Planting Competition** follows on June 13, judged by Elyse Ford, Debbie Miles, and Marcy Hessinger or Beth Valocchi. The Demo is now waitlisted. Top three winners will receive Library medals and gardening-related prizes. Marcy Hessinger generously donated a Longwood Gift Card for first prize.
- The Library will use Kimberton Whole Foods' table at the June 7 **Downingtown Farmers Market/ Strawberry Market** with information about Summer Reading. People will be sent to the Library to register.
- **Downingtown's Good Neighbor Day** is July 4. Children will write why they love Downingtown Library.
- **BrewDown** is October 25, with the first planning meeting on June 1.
- **150th Anniversary Committee – Beth Valocchi** reported that the Committee is forming and their first meeting will be June 23. Sesquicentennial events will take place throughout 2026 with the kick-off at the 2025 Donor Party.
- **Texas Roadhouse** offered a **Dine & Donate** (with 10% of proceeds to the Library). More details to follow.
- **Outreach's 2025 Fundraising Goal** is Net \$35,000. We have already reached Net \$33,000.

The System Advisory Council (SAC)—No report. The next Committee meeting is August 12.

The Expansion Committee—Jack Hines. Committee members attended a PA Department of Education, Office of Commonwealth Libraries (OCL) Keystone Grant webinar on April 21 and "Corporate Giving: Positioning Your Library as Charity of Choice" on May 14. Jack will schedule a meeting to discuss the latest information from Kimmel-Bogrette. West Bradford will donate another \$250,000 while encouraging the other municipalities to match that amount as a group. Jack will ask for their commitments. The goal is to reach \$1M.

Friends' Report—Diane Maguire reported the Friends' **Spring Book Sale** (April 4 – 12) was a "roaring success," with \$17,182.00 in total sales, allowing a \$15,000 donation to the Library. The **Bag Sale** (\$7/bag) ran April 12 – 19. The **Fall Book Sale** will be October 17. The Friends' book sale storage shed will be delivered May 28. The Friends' next meeting will be August 1.

There being no **New Business**, at 7:45 PM, Francine Dague requested a **motion to adjourn**. Ron Dankanich so moved; Jack Hines seconded. All approved, and the meeting was adjourned. **The Board's next meeting will be June 18 in the Krapf Program Room.**

Respectfully submitted by Carol S. Klein, Secretary