

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

April 16th, 7:00-8:00 PM Library Krapf Room

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

Guest: Joe Sherwood (CCLS Executive Director)

ABSENT: Jennifer Breton (SAC Representative), Whitney Kalmbach

At 7:00 PM, President Francine Dague called the meeting to order and welcomed **CCLS Executive Director Joe Sherwood**. CCLS state funding (received in January each year) is in place for 2025. Joe stressed the importance of planning and prioritizing now in the face of uncertainty concerning future federal funding to the states. **Access PA**, for example, is funded by the Library Services and Technology Act (LSTA) through the US Institute of Museum and Library Services. Funding sources at the state level include **PA Skill Charitable Giving**, which donated \$850,000 in 2024 to non-profits that improve Pennsylvania communities and quality of life, such as fire companies, libraries, veterans organizations, and those providing health research. But there is a shift toward funding organizations such as food banks serving fundamental needs. Libraries must position themselves “as a need, not a want.” Joe also reported that Honeybrook Library’s new facility is open. Their expansion/renovation doubled their space, providing new and updated spaces and program rooms for patrons.

Francine Dague called for **Approval of March Minutes**: Ron Dankanich moved to approve the March Minutes; Marcy Hessinger seconded. All were in favor, and the motion passed.

Monthly Reports

Library Director’s Report & Monthly Statistics—**Jasmine Smith** sent Trustees (with the April meeting packet) the following **STATISTICS**: Open 26 days in March 2025, the Library celebrated increases over March 2024 including Total Year-to-Date Circulation (48,016 vs. 47,284); Total Card Holders (12,199 vs. 10,979); New Patrons (133 vs. 115); Total Live Program Attendance (1,540 vs. 849); Monthly Patron Visits (10,593 vs. 9,374). **PROGRAM HIGHLIGHTS**. Popular March – April programs included **Drop-In Knitting & Crochet**, **Virtual Conversational English**, **Film Forum**, **5 Phases of an IRA**, **Meditation**, and **Shot Heard ’Round the World** presented by local historian Jim Segrave-Daly. Rebecca Viola, Youth Services Coordinator, and Miss Hillary from the Malvern School celebrated **National Crayon Day** on March 31 with a “wear your favorite crayon color” **Drop-In Family Storytime**. Jasmine spotlighted additional successful programs including **Dungeons & Dragons** (ages 12-14): **Builders Night** (grades 3-8), with stations and challenges; and **Thriving Beyond Hormones: A Complete Wellness Approach to Perimenopause & Menopause** (with 14 attendees). **Health Literacy Month** programming resulted in four of five steps for Health Literacy being completed for the **PA Forward Star Program Silver Level**. Kristen Richards is working on materials for “**Color Our World**” **Summer Reading**, which kicks off June 7th. **Kimberton Whole Foods Rounding Up at the Register** in March matched the customer-raised \$3,537.30 for a total of \$7,074.60. **TRUSTEE TRAINING**. Jasmine reminded Trustees of the **CCLS New Trustee Orientation** April 17 (5:00 – 7:00) and October 25 (10:00 – 12:00) for those who haven’t attended or want to refresh this training. Also, she has set up, for Trustees, access to one-hour recordings from the **Board & Trustee Institute**, beginning with “Corporate Giving: Positioning Your Library as Charity of Choice” on May 14. There were no **STAFF** changes.

Treasurer’s Report—**Ron Dankanich** highlighted **March 2025 Revenue Activity** including \$1,662.20 from Fines & Overdues; \$1,204.47 from Interest & Investments; \$924.85 in Donations; \$6,172.15 from Fund Raising Events; as well as \$1,377.65 from Annual Giving. Beth Valocchi moved to approve the Financials subject to audit; Amy Kelly seconded. All were in favor; the motion passed.

Committee Reports

Board Governance/Nominating Sub-Committee—Beth Valocchi. The Employee Handbook revision is finished. The Handbook will circulate for Board review before being presented for approval in May.

Finance/Property—Ron Dankanich. There were no updates.

Personnel—Ron Dankanich. The Personnel Committee did not meet this month. There were no personnel changes and no updates.

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

- **Quiz Night** raised \$183.60.
- Jasmine's engaging presentation at **100 Women of Downingtown** resulted in \$408.00 in donations and excellent Outreach. Bridge Academy (of Coatesville) and Shar's Hands (of Downingtown), which received the most votes and therefore 100 Women's donation, also presented.
- **Library Merchandise** – Canvas totes (\$15 each), on display just inside the Library entrance, are for sale.
- **The Staff Recognition Party** was March 28 (5:30 – 7:00) at the Library. Trustees donated food and beverages. Thanks to generous contributions from Jack Hines, Mark DeWitte, and others, staff members received envelopes with small cash gifts. Francine Dague thanked staff for their efforts that result in such positive feedback—for being the face of the Library. Beth Valocchi recommended repeating this event.
- **Spirit Night at Handel's Ice Cream** is April 23 (1:00 – 9:00), with 20% of sales going to the Library. Everyone is reminded to invite family and friends to stock up on ice cream.
- **Designer Bag Bingo**, May 9 (the Friday before Mother's Day) at Raymour & Flanigan in Exton, has only 2 of 130 tickets still available. Outreach requests more raffle donations and seeks additional sponsorships. Longwood Gardens sent two sets of 2 tickets for the raffle. Sponsors to date include Mattioni (2025 platinum sponsor who receives 2 tickets), Raymour & Flanigan (host), Francine Dague, Emily Interrante, and Aardvark Animal Hospital. All designer bags were donations. Thanks to everyone who donated!
- **West Bradford Day** is May 18. Outreach will staff a table.
- **Downingtown's Good Neighbor Day** is July 4.
- Elyse Ford, Valley Gardening Club, will present a **Spring Container Planting Demonstration** on May 23, followed by a **Container Planting Competition** on June 13, judged by Elyse Ford, Debbie Miles, and Marcy Hessinger or Beth Valocchi. Top three winners receive Library medals and gardening-related prizes.
- **150th Anniversary Committee** – **Beth Valocchi** reported that the Committee is forming. 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.

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

The Expansion Committee—Jack Hines returned the committee's comments on the new design to Kimmel Bogrette Architecture with a request for project estimates. Joe Sherwood asked about the Library's application for the Keystone Grant (which opens July 14, is due October 10, 2025). Committee members will attend a PA Department of Education, Office of Commonwealth Libraries (OCL) Keystone Grant webinar on April 21.

Friends' Report—Diane Maguire reported enthusiastic community response to the Friends' **Spring Book Sale** (April 4 – 12), with \$13,000 in sales the first week. The **Bag Sale** (\$7/bag) runs April 12 – 19. The pod will be in place a few days after the end of the sale to allow time to upload leftover books.

There being no **New Business**, at 8:00 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 May 21 in the Krapf Program Room.

Respectfully submitted by Carol S. Klein, Secretary