

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

16 July 2025, 7:00-8:00 PM Library Krapf Room

PRESENT: Carol Klein (Secretary), Desiree Threadgill, Emily Interrante, Francine Dague (President), Jack Hines, Jasmine Smith (Library Director), Josh Young, Kelsey Houdeshel, Marcy Hessinger (Vice President), Mark DeWitte, Ron Dankanich (Treasurer), Whitney Kalmbach.

ABSENT: Amy Kelly, Beth Valocchi, Debbie Shupp, Jennifer Breton (SAC Rep)

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

Library Director's Report & Monthly Statistics—Jasmine Smith reported healthy **June STATISTICS:** Open 24 days in June 2025, the Library's increases over June 2024 included Total Year-to-Date Circulation (81,670 vs. 76,020); Total Card Holders (12,559 vs. 11,333); New Patrons (240 vs. 182); Total Programs (79 vs. 57); Total Live Program Attendance (1,992 vs. 2,286); and Monthly Patron Visits (11,284 vs. 9,657). Juvenile and Teen Live Attendance were 1,270 vs. 1,123 and 22 vs. 219, respectively, reflecting new guidelines that separate teen volunteering vs. attending as well as the Library's smaller Summer Reading program turnout. Adult Live Attendance was 337 vs. 326. **TRUSTEE TRAINING.** CCLS will present the United for Libraries Virtual Conference – Trustee Day - Tuesday, July 29, 2025, 10:30 - 4:00. Topics include "Freedom of Information Act" at 3:00. **PROGRAM HIGHLIGHTS.** Popular programs/events for adults, teens, and children included a second **Sidewalk Chalk Art Party** on July 11, **Non-Guided Paint Your Own Canvas** for teens, and **Youth Services Coordinator Rebecca Viola's Tween Canvas Bag Puffy Paint.** **Top 10 Scams**, presented by the PA Office of the Attorney General's Public Protection Division on July 9, supported Information Literacy. The Library will close for regular library services July 31, 12 – 5 for **Harry Potter's Birthdae Party [sic]** from 1 – 4. **The August 5 Summer Art Show** will spotlight 20 works of art per age group. **STAFF/GRANTS.** Jasmine submitted paperwork to hire two more desk staff, **Gianna Kopec and Anya Mehta.** **Lydia Bryans is working short shifts.** A \$4,000 Chester County Regional Educational Services (CCRES) grant will support Youth Services Assistant Heather Bowers' salary for children's programs (2025-2026). Grants from Dollar General will be announced in August. Marcy Hessinger praised Jasmine's diligent work on the Library's grants. **FACILITIES.** Staff have been trained on **The Protection Bureau's** newly installed Silent Panic Buttons. Jasmine will research sources for replacing the Library's 10-year-old printer, which now accepts only coins (no bills). Chester County Library System lists **LIBRARY SERVICES** on CCLS.org for all 18 CCLS locations and mentions that services vary from location to location. Jasmine suggested that Downingtown Library-specific services be listed on our website. Kelsey Houdeshel added that select services could be on the bookmarks given out in the library and with Downingtown Christmas Parade candy canes.

Treasurer's Report—Ron Dankanich's June 2025 financial reports were included with the June Board of Trustees' Meeting packet. The **Revenue Activity** spreadsheet showed no state or local government revenue. \$734.65 was from Charges including for patron printing; \$2,039.56 from Fines & Overdues; \$990.06 from Interest; \$1,782.55 in Donations included \$1,137.55 donated to Children's Programming; \$56.60 from Fund Raising Events; as well as \$251.35 from

Annual Giving. \$5,262.49 of **Total Expenses** were for Library Materials and \$1,226.90 were for Maintenance—Building & Grounds. The May and June reports were presented for approval. Jack Hines moved to approve the May and June Financials subject to audit; Carol Klein seconded. All were in favor; the motion passed. Ron is negotiating, with Univest Bank and Trust, a Fluctuating Capital Account that would allow ins and outs. He is also having them look at our medical benefits to identify any opportunities to do better.

Committee Reports

The Board Governance/Nominating Sub-Committee—Jasmine reported for **Beth Valocchi**. The committee is reviewing the Library's Gift Acceptance Policy.

Finance/Property—**Ron Dankanich**. One electrical outlet is not working. We need to look at surge protection. The Friends have asked Ron to provide/build a ramp for the Storage Unit. Mark DeWitte said that the Storage Unit's Building Permit can now be taken down and filed.

Personnel—**Ron Dankanich**. Beyond the Staff updates in Jasmine's report, there were no personnel updates. Francine read a thank you note from **Patty Cleveland**.

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

- There was great turnout at the July 4th **Downingtown's Good Neighbor Day** Library tent, where patrons posted notes describing why they love Downingtown Library. Outreach will support the August 16 **Uwchlan Community Day** with a donation, September 6 **Caln Day**, September 13 **East Caln Kids Day**, as well as October 5 **Downingtown Fall Fest** and **East Brandywine Fall Festival**.
- The Historical Society's Designer Bag Bingo is July 25. They are asking for sponsorships/donations.
- The July 29 **Line Dance Lessons** at Danza Academy of Social Dance (7 – 7:45) require a minimum of 10 students. The cost to the Library is \$25/student. With \$200 from the Adult Program budget, we will charge \$20 for the first forty students who sign up and \$25 for later sign-ups.
- The October 25 **Brew-Down** at Minquas Fire Company event website is ready to accept sponsorships. The ticket site is now live. Suburban Food Service's food truck has been hired.
- **150th Anniversary Committee**—Carol Klein reported for **Beth Valocchi**. The committee's first meeting was June 23 to discuss branding/logo design. Standing meeting times will be established. Beth requested **pictures/articles about the Library's history** for a year-long, changing display.

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

The Expansion Committee—**Jack Hines**. Kimmel Bogrette's proposed Expansion Plan can be funded and completed in four Phases. Any delay against the timeline would cause an increase in costs. Jack obtained a third-party Plan Review to assure the Library that the cited prices are fair. We have a \$500,000 commitment from West Bradford that will cover the \$145,000 needed for Phase 1: Design & Development. This Phase will require 9 – 12 months. Ron Dankanich moved to approve moving forward with Phase 1: Design & Development. Mark DeWitte seconded. The motion passed with 10 votes in favor and 1 abstention.

Friends' Report—**Mary Beth Hudak** will attend her first meeting in August.

There being no **New Business**, at 8:07 PM, Francine Dague requested a **motion to adjourn**. **Ron Dankanich** so moved; Emily Interrante seconded. All approved, and the meeting was adjourned. **The Board's next meeting will be August 20 in the Krapf Program Room.**

Respectfully submitted by Carol S. Klein, Secretary