

**Marple Public Library  
Board of Trustees Meeting Minutes  
October 27, 2025**

***In-person***

**In Attendance:** LaTanya Burno, Mike Ballinger, Stephanie Latchford, Jane Staud, Cynthia Wilson, Richard Rohr

**Absent:** Marcy Abrams

**Disposition of Minutes:** Accepted and approved as presented.

**Treasurer's Report**

The committee discussed strategies to maximize the Keystone Grant and reviewed questions related to financial planning for the renovation. Key considerations include determining an appropriate reserve fund to ensure operational stability—avoiding scenarios such as furloughs—and identifying how much of the endowment can be responsibly drawn down to meet the Keystone match. Establishing a reasonable reserve target remains a priority.

Christina continues to work closely with the architect to refine renovation costs, including ADA accessibility, lighting, flooring, and the circulation desk. The current project estimate is \$1.6 million, with a proposed \$850,000 match from the endowment.

Given the library's stable and predictable income stream, the committee noted the ability to be more flexible. The auditor recommends maintaining reserves equal to 2–3 months of expenses (approximately \$150,000). With anticipated surplus this year and the endowment's intended purpose of supporting capital projects, the committee agreed that using additional endowment funds for this one-time renovation is both permissible and prudent.

Jane requested that Mike and Richard prepare specific financial scenarios and talking points to support an informed decision on reserve levels and endowment spending.

**Report accepted and approved as presented.**

**Director's Report:**

Programs continue to perform well, with Chair Yoga remaining especially popular. Bridgette is doing a great job within limited programming funds, and securing a sponsor for this offering may be beneficial.

Baker & Taylor's closure has significantly disrupted book purchasing for many public libraries. Fortunately, we already have an active relationship with Ingram and shifted ordering there earlier when Baker & Taylor orders stalled. We are also exploring additional vendors. This industry shift has created uncertainty for libraries system-wide, particularly as systems work to meet the required percentage of materials spending threshold.

The Renovations Committee received the final presentation from David Ballenger, who has provided excellent guidance throughout the planning process.

Staff recommend discontinuing the use of DVD cases due to their low value and high space demands. Transitioning to checkout via the Delco Reads app would reduce staff workload and free up shelving space.

Three facility doors are posing ongoing issues, including the door from the children's section to the elevator and a door near the old lab. These have been repeatedly repaired, and Karen is arranging an assessment to determine whether replacement is necessary.

Upcoming events include the Legislative Breakfast in March, an important opportunity to highlight the value of county libraries. CE Day, a full-day continuing education training hosted by DCL, will take place Friday, December 5 at Neumann; the library will be closed for staff to attend.

We have strong support this year for the Keystone Grant, with Kit and Annie at DCL providing help as we prepare the submission. The deadline is November 25, and we continue to emphasize our commitment to moving it forward.

We recently met again with Community Interactions to address scheduling challenges. Their clients often arrive all at once, and we encouraged staggered visits and varied activities.

A report on the recent Erie library conference will be shared at the next meeting.

### **Development, Marketing and Social Media**

Fall program participation has been high across all ages, including full Storytime sessions, sold-out "1, 2, 3 Play with Me," and strong turnouts for Teen-hosted Kid Crafts and STEM Saturdays. Community feedback has been overwhelmingly positive, with

families requesting additional sessions and partners like Nemours expressing interest in returning.

Social media reach continues to grow, with nine posts exceeding 1,000 views. Top-performing content highlighted early childhood programs and teen initiatives.

The Keystone Grant application is on schedule, with Township resolutions approved and the request under refinement. New sponsorship interest includes O'Donnell Roofing funding a new teen-hosted program for next year. Additional developments include launching International Games Month activities, purchasing VHS conversion equipment via FMFCU funding, and the Annual Appeal mailing beginning to generate gifts.

### **Strategic Plan**

No discussion at this time.

### **Personnel Committee:**

No discussion at this time.

### **Governance Committee:**

A strong candidate has submitted a letter of interest, which was shared with the board. A call has been scheduled with her, and she brings extensive relevant work experience. The committee recommends keeping the posting open for now, as the appointment will not be addressed until the January meeting. This allows additional time to attract one or two more candidates.

### **New Business:**

#### **Commissioners' Breakfast:**

Christina delivered an excellent presentation at the Commissioners' Breakfast, and the commissioners—who were in attendance in greater numbers than the library board—were highly engaged and receptive. They expressed appreciation for the thoughtful planning and preparation. Karen also provided strong support. Commissioners requested cost estimates and appeared impressed with the intentionality behind the renovation plans.

#### **General Election Day:**

The board voted to close the library on Election Day. The motion passed unanimously.

**Old Business:**

**Keystone Grant:**

Christina is actively preparing the Keystone Grant application, working with the architect to refine project costs and gathering letters of support to ensure all requirements are met prior to submission. The project cost stands at \$1.6 million, with a proposed \$850,000 match from the library.

**General Operating Policy:**

The updated General Operating Policy was presented and approved by the board.

**Library Book Sale:**

There will be no traditional library book sale this year; materials will continue to be directed to Thrift Books.

**DCL Meeting Update (Cynthia):**

DCL has updated the Library Manual, and the board may consider adding a link to it on the trustee page. Trustee training will be held on November 19, with three trustees planning to attend. The Legislative Breakfast is scheduled for March 6, during which three awards will be presented.

**Delaware County Library System**

**All DLS meetings in 2025 at 6:30pm will be held in the County Council Meeting Room, 1st Floor of the Government Center Building. 201 W. Front St., Media, PA**

**2025 Meetings**

December 18 - Jane

The meeting schedule for next year will continue to be on the 3rd Thursday at 6:30pm.

- February 19, 2026
- April 16, 2026
- June 18, 2026
- August 20, 2026
- October 15, 2026
- December 17, 2026

**Next board meeting: In person; Monday, November 24, 2025, 7pm**

*Stephanie Latchford, secretary*  
*Thank you.*