

**JUNE 2025 North Wales Area Library Board Meeting**  
**Approved Minutes**

Present: Suzan Leonard, Hailey Nelson, Pam Wilson, Jen DeMario, Regina Powell, Jocelyn Tenney, Jennifer Koch

Absent: Tanya Bamford, Joye Bramble, Pam Gallagher, Jackie Oberholtzer

Meeting was called to order at 6:34.

**Congratulations** to Director Jennifer Koch on her one-year anniversary with the Library.

**Approval of minutes:** May minutes approved per motion by Jen D. and second by Regina.

**Financial Report/Hailey:** A good month because Chester County Foundation grant for 100K arrived. Remainder of Taste money deposited, too. Used book sale money also included. Net income position of 91K for May, total YTD 62K. Total cash position of 330K.

**Facilities:**

- Via e-mail, Board approved Jordahl Engineering for HVAC work.
- Verizon trouble is over. Internet, phones are working. Comcast equipment is returned. Credits are incoming. Portable phone received from Verizon. Republic trash bill decreased for next year and credit received.

**President's Report/Suzan:**

- Gala is September 18. Might consider inviting local officials. There should be some form of outreach to local municipalities while they are still considering budget figures for next year. Jen D. says inviting them to tour library when expansion plans are introduced might generate interest. Library patrons have commented that NWAL is a destination for programming and inviting atmosphere. Jocelyn suggests gathering numbers that could highlight the Library's position as a community destination.
- Procedures and Policies Review: Personnel policy is updated to include time-off and holiday revisions. Good Friday is to be removed from list of holiday closings. Full policy manual is available for review.
- Events:
  - Library closed July 4 and 5, the 5<sup>th</sup> due to staffing.
  - Friends meeting is July 8 at 6 PM.

- Dine and Donate coming up at Bonefish Grill on 7/17 at 6 PM. Library will hold Adult Game Night at the restaurant, too.
- Another Dine and donate on August 6<sup>th</sup>, noon-9 PM at Shake Shack.

**Library Report/Jennifer K.:**

- Received 109K in grants in May.
- Summer kickoff event on 6/21 was huge success. With donations, event netted \$50. Friends donated \$500 to foam party.
- Attended a meeting on Overdrive, Libby platform. First month budget toward e-resources \$500. Purchase of e-resources will improve wait times for Libby readers.
- Received our small games of chance certification for 2025-2026 use.
- July 10 is Cooking for a Cause, sponsored by Chamber of Commerce event to be held at Volpe Enterprises on Church Road.
- Fall Used Book Sale Date TBD.
- Gala: 9/18 at Audubon Center in Oaks for support of NWAL. Caterer is JAMS Catering and will feature locally sourced food and beverages. Hope to have Keynote speaker, perhaps a local librarian who can talk about benefits of community library. Jen hopes to have offsite pre-event briefing on 9/12. Food/facility cost is 12K. Maximum number of guests is 50 for VIP reception, buffet dinner reception is 100.

**Old Business:**

- Jocelyn says summer kick off was a fantastic event, great success for staff.
- Jocelyn will meet with Used Book volunteers so will consider suggestions/revisions to sale process.
- Library patron thanked Suzan for outreach following complaint and said she might consider library membership. Consider keeping video for longer period of time for future incident review. Signage may be added to note presence of video cameras.

**New Business:** None

Regular meeting adjourned at 7:55 PM and was followed by an executive session to discuss matters of personnel.

**The next NWAL Board meeting is scheduled for August 27, 2025.**