**DELANCO PUBLIC LIBRARY**
**1303 Burlington Avenue, Delanco, NJ 08075**
**Monthly Board Meeting – October 13, 2026**

*Mission Statement: To promote literacy and the love of reading, to grow our cultural and intellectual community, and to serve as a gathering place for community members.*

*Goals: To advocate for the future of the library and continue outreach efforts that raise public awareness of library services and activities.*

**Present**. Linda Weih, Thom Lord, Mary Wood, Mario Constantino, Ella Graham, Gina Kaluhiokalani, Sam Katz, Holly McLaughlin, Ann Moore, Nancy Mutnick, Carol Rieker, Katharina Radcliffe (Library Director), Fern Ouellette (Township Committee Liaison)

**Absent**. Holly McLaughlin, Nancy Mutnick, and Chris Bishop

**Public**. None.

**CALL TO ORDER at 7:01 PM**.

Officers.
- President: Vacant
- Vice President: Linda Weih
- Treasurer: Thom Lord
- Secretary: Mary Wood

Township Committee Liaison: Fern Ouellette

**CONSENT AGENDA**
1. Approval of September 2026 Minutes
2. Approval of Treasurer's Report – September 2026
3. Approval of Librarian's Report – September 2026

Motion by Ann, seconded by Mary. All were in favor; motion carried to approve minutes and reports.

**ORDER OF BUSINESS**
1. Friends of the Library Update.
Enchanted evening, vendor events, speaker, tarot card readers, medium (spots are full), crafts and snacks.

2. Librarian's Report – Katharina Radcliffe
No additional updates on the report. The library will be closed for election day, November 3, 2026.

3. Township Committee Liaison – Fern Ouellette

a. Mr. Ouellette distributed copies of the Library Space Agreement between the Delanco Board of Education and the Township of Delanco. He noted two items with which he disagreed. First, the agreement stated that librarians could enter the building 15 minutes prior to the library's opening to prepare for operations; however, he indicated that the agreed-upon timeframe was 45 minutes before opening. Second, the agreement referenced a resolution approving the document by the Board of Education. Mr. Ouellette explained that the Board does not act by resolution in this matter and that the

agreement will instead be updated to reflect the actual date of Board approval. He further noted that the Board approved the agreement prior to the Township and that the document was signed multiple times during the approval process.

b. Further discussion was held regarding the Library Space Agreement. Board members requested clarification from Mr. Ouellette and raised questions concerning apparent discrepancies within the executed agreement. The discussion included the following:

(1) During the negotiation meeting, discussion focused on the maintenance logbook used by the Library to document facility maintenance issues. Concerns were raised that individuals who were provided the logbook had not received instructions regarding its purpose or how maintenance requests should be submitted and tracked. Clarification was requested regarding the appropriate point of contact for Library staff to report maintenance concerns and the expected timeframe for addressing such issues. Examples cited included bathroom floors that had reportedly not been cleaned and deteriorating ceiling tiles in the hallway. Additional discussion centered on the requirement for custodial staff to sign in with the Library during the boiler season. It was noted that the Librarian's role had been limited to verifying the custodian's presence and providing confirmation to Mr. Hudnell at the conclusion of the season. Clarification was requested regarding this process, as the Agreement appears to provide compensation to custodial staff regardless of Library verification. The Board requested clarification on the responsibilities of all parties, the procedure for reporting and tracking maintenance issues, and the reasonable timeframe for completing repairs and corrective actions, as outlined in Paragraph 4 of the Agreement.

(2) According to Debra Ciminera, Township Administrator, the Library's budget was not released by the Township until the Library Board's meeting minutes had been posted. Clarification was requested regarding the authority for this requirement, as it does not appear to be included in any agreement governing the relationship between the Township and the Library. Questions were also raised as to whether other organizations receiving Township funding are subject to a similar requirement prior to the release of their allocated funds. The Board requested an explanation of the basis and consistency of this practice.

(3) Paragraph 10 of the Agreement states: *"With the exception of scheduled maintenance, the Board or its employees shall not enter or exit the Premises through the interior school door access during the time the Premises is being used for Public Library hours."* Concerns were raised regarding apparent noncompliance with this provision. It was reported that, from September through the present, the interior school door has been used frequently by school personnel, reportedly averaging approximately ten entries or exits per day. Examples are teachers and other school staff accessing the Library area and using the lavatories during Library operating hours. In addition, it was noted that personnel from the School have occasionally brought a Y.A.L.E. student into the area when supervision or de-escalation was required. The area has also reportedly been used by staff for personal telephone calls and as an exit route at the end of the school day. Clarification was requested regarding whether school employees have been informed of the restrictions contained in Paragraph 10 of the Agreement and what measures, if any, will be implemented to ensure compliance with the provision governing access through the interior school door.

(4) Concerns were raised regarding the security rationale used to justify changes to the Library's operating hours due to safety and security considerations associated with the M. Joan Pearson School. It was observed that similar concerns do not appear to exist at the Walnut Street Middle School, despite the presence of nearby businesses, including a bank and a jewelry store. Clarification

was requested regarding the specific security risks identified at the Library, and how those risks differ from those associated with other schools and neighboring properties within the community.

4. Standing Subcommittee Reports
- Executive: Linda, Thom, Mary – Did not meet
- Governance: Mary, Nancy, Sam, Gina – Did not meet
- Development: Linda, Ann, Holly, Carol – Met. Working on the annual appeal, working on the final draft. There was discussion about the verbiage "capital improvement fund." Agreed to leave as is since donations also help us build our capital improvement fund, which will support future facility enhancements and long-term projects designed to better serve our growing community.
- Finance: Thom, Ella, Chris, Holly – Did not meet

5. Ad Hoc Subcommittee: Delanco 2026 Centennial Fall Festival Planning Subcommittee – Birthday Theme. Festival postponed to May 1, 2027; renamed to Centennial Community Festival.

6. General Discussion: Donation Matches/Upcoming Annual Appeal. Linda, Carol, Ann, Holly, and Nancy are working on graphics and the mailing list using tax rolls. The subcommittee is finalizing the appeal letter. Additionally, Kinder Morgen Company can still match thru the Friends Group for January 2027 up to $12K.

**NEW BUSINESS**

1. Discussion was held regarding funding opportunities for a new Library facility, including potential grants, fundraising efforts, and possible financial support from the Township and taxpayers. It was noted that the first step in the process would be identifying a suitable parcel of land or location for a new Library building. Once a site is secured, the Board could pursue grants and other funding sources to support the project's development and construction. The proposed facility would need to be a minimum of 4,000 square feet to meet current and future Library needs.

2. A request was received from the Township for a letter of support for the Safe Routes to School Grant program. Using the letter of support prepared by township, Katharina will put in on library letterhead for Linda’s signature and forward it to the Township Administrator.

3. Ann will prepare and distribute a summary of the duties and responsibilities associated with the Library President position to all Trustees. The information will be provided to assist Trustees in determining their interest in serving as President.

**EXECUTIVE SESSION**: None.

**PUBLIC COMMENT**: None.

**ADJOURNMENT**: Motion by Ann, seconded by Linda, to adjourn the meeting at 8:01pm. All were in favor; motion carried.

**NEXT MEETING NOVEMBER 10, 2026**