

## **Avon Grove Library Board of Trustees Meeting Minutes**

**Wednesday, January 24, 2018**

### **Community Room**

Submitted by Pat McKeon, Secretary

- I. Welcome - 7:00 PM
  - A. In attendance: Susan Geiger, Pat McKeon, Judy Porta, Eric Crist, Water Borys, Shelly McCoy, and Lori Schwabenbauer
- II. Adoption of agenda
  - A. Several agenda changes were requested. Motion to approve the agenda with additions made by Judy, seconded by Shelly, motion carried
- III. Guests - Joyce Ford and Rosemary Thompson, Friends of Avon Grove Library
- IV. Announcement
  - A. Sue announced the resignation of Wanda Prosser, our West Grove Borough representative
  - B. We now need two representatives from West Grove Borough, one from Avondale Borough and one from Franklin Township
- V. Minutes - Approval of the November 2017 minutes made by Judy, seconded by Eric, motion carried
- VI. Director's Report - given by Lori, see attached
  - A. Lori thanked the board for its contribution to their holiday party
  - B. She noted that Avon Grove has higher attendance at our children's programs than the Chester County Library (Exton)
  - C. We are one of the only libraries that does outreach children's programs
  - D. Lori explained the reorganization of the materials in the library. Joe Sherwood made some suggestions to solve some of the logistical issues when he visited. Sue suggested that Lori put together a proposal for purchasing any additional shelving to support the reorganization
  - E. Walter commended Lori and Sarah Beyer on the Turning Outward conversation that he and his wife attended on January 18, 2018
  - F. Walter asked what was contributing to the decrease in circulation numbers. Lori noted that the new calculations for Overdrive have greatly impacted our numbers
  - G. Sarah Beyer is now full-time and is taking over adult programing. Lori is hopeful that additional programming will improve our door counts and circulation
  - H. Motion to accept the Director's Report was made by Pat, seconded by Eric, motion carried
- VII. Treasurer's Report - given by Judy, see attached
  - A. Judy reported the end of year numbers for 2017. Total income = \$376,125.94, total expenses = \$465,601.62. Additional debt reduction on our loan was paid out of the TD Bank account which covers the difference between the income and expenses for 2017.
  - B. Our loan is now down to \$72,722.36
  - C. The reading room will have its own account and line item in the budget for 2018
  - D. Motion to accept the Treasurer's Report made by Eric, seconded by Pat, motion carried
- VIII. Old Business
  - A. Chester County Library System Income Source Summary (see handout)
    1. Lori noted the Fundraising column for Avon Grove. It is much lower than other libraries at \$29,889 for 2017. This is important information for the board to know

- B. West Grove Borough negotiations - Sue and Lori met with Greg McCummings
  - 1. They met to discuss the lease agreement issues and agreed to rewrite the lease to better define responsibilities.
  - 2. Greg is very much in favor of doing this and making this work. He will discuss it with their lawyer.
  - 3. Sue has the name of a lawyer that can represent us. Lori and Sue felt that is was a very positive session.

#### IX. New Business

- A. May 23 Board meeting conflict
  - 1. Turning Outward training in State College on May 23. Lori suggested moving the meeting to 5/30
  - 2. This was OK with the board members
- B. Chester County Library System Strategic Plan 2018 - 2022
  - 1. Member libraries will follow this model
  - 2. Pat is the current board member on our Strategic Planning Committee. She suggested that adding other members from the community and staff, in addition to board members, would be helpful to this committee
  - 3. The February Board/Committee meeting will be the first meeting to begin to work on our strategic plan
- C. CCLS Supports Handout - see attached
  - 1. Lori shared this document that defines the services provided to the member libraries
- D. Fine Amnesty Week
  - 1. Lori shared her plan for the week of Valentine's Day. See the memo
  - 2. She also wants to offer free DVDs and audiobooks to see how that impacts circulation.
  - 3. Judy cautioned that this is a revenue stream that we need
  - 4. Eric noted that the LA Library has done away with all fees, but have people 'working off' their fines by coming into the library to read, volunteer, etc.
  - 5. It was suggested that Lori's plan needs to be advertised. Lori will take care of this
- E. Pursuit of EITC - Education Improvement Tax Credit Program
  - 1. This offers tax credits for businesses to contribute to a Scholarship Organization, an Educational Improvement Organization, and/or a Pre-Kindergarten Scholarship Organization (<https://dced.pa.gov/programs/educational-improvement-tax-credit-program-eitc/> )
  - 2. Businesses apply and when accepted they can get the donations taken off the top as a tax credit. The company must commit for 2 years
  - 3. Joyce said that this was discussed at the Friend's Conference that she attended and noted that other libraries are doing this
  - 4. Suzanne is looking into this. Sue will follow up with her
- F. New Library Hours
  - 1. New hours going well, but Lori learned of a complication
  - 2. Agatha pointed out that we must be open 7 hours on the weekend according to the PA Library Code. Lori will be adding an hour on Saturday. It will cost \$515.00 for the year for this one hour addition

3. Lori would like to add 2 hours so that the hours are consistent, 10:00 - 5:00 on both Friday and Saturday which will add \$1030.00 for the remainder of the year
  4. Motion to add the two additional hours per week to the schedule made by Judy, seconded by Shelly, motion carried
- G. Gaming License -
1. Judy and Joyce let the board know of the requirement for this license
  2. It is needed for the raffles like the American Girl doll, etc.
  3. It costs \$125.00 for a calendar year and will cover anything we choose to do that is a 'game of chance' involving money
- X. Committees
- A. Branding - on hold right now due to the Turning Outward Initiative
- B. Fundraising - Water, Judy and Friends
1. Possible Food truck/restaurant festival - Greg said that we would be able to use space out front if we organized this
  2. Eric suggested a Library table - use cookbooks from the library and prepare food to sell for any of the festivals that we are involved with (e.g., National Night Out)
  3. Joyce shared a number of ideas that the Friends have
- C. Grants - no report
- D. Personnel - on hiatus - will report on Lori's evaluation at the next meeting
- E. Executive Committee - no report
- F. Ad-hoc board policy - no report
- G. Strategic Planning (see above IX. B)
- H. Ad Hoc committee for Trustee Recruitment - committee members: Sue, Pat, Lori
1. need two Trustees from West Grove
  2. one from Avondale
  3. one from Franklin
- I. Finance Committee - no report
- XI. Adjournment - motion to adjourn at 8:13 made by Judy, seconded by Walter, motion carried
- XII. An executive session was held after the meeting.