

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

Wednesday, October 28, 2020, 7:00 pm – Zoom meeting

Submitted by Pat McKeon

- I. Welcome: 7:02
  - A. In Attendance: Sue Geiger, Barbara Hart, Pat McKeon, Shelly McCoy, Allison Thomas, Lisa Zawada, Cordelia Rosazza, Walter Borys, and Lori Schwabenbauer
- II. Adoption of Agenda
  - A. Sue suggested several changes to the original agenda
  - B. Motion to accept the agenda, with changes, made by Pat, seconded by Shelly, motion carried
- III. Guests
  - A. Joseph Sherwood, CCLS Executive Director
    1. Joe reported on the state budget, which will be developed after the election. It must be finalized by November 30 or wait until January. The trustees should remind their legislators to support the library system in this budget
    2. The County did include millage increases to libraries in their first draft budget, but this is not definitive
    3. It is possible that additional CARES funding through the County will be available for the library system
    4. A question was asked about the materials quarantine. Joe shared that this process is being handled by the library directors. He shared that the REALM project is now reporting that the virus can survive on materials 6-7 days instead of 3 days as originally reported. However, the likelihood of transference of the virus on physical objects is much less than transference by aerosols. The directors continue to discuss this issue. At this point they are sticking with the 3-day quarantine for returned materials. The System Board supports their decision
- IV. Friends of the Library Report
  - A. Pat reported on the fundraisers that the Friends are running. The online silent auction has raised at least \$1705.00. They are holding an un-bake bake sale during election week and are planning another online silent auction possibly in December
  - B. Lori shared that the Friends will have two co-presidents taking over for Joyce Ford: Barbara Murphy and Lori Holcombe
  - C. Sue noted that she has collected the money for Joyce's gift and requested that we give her the cash instead of purchasing a Visa gift card which has a fee. The board agreed to this. Lori said that her certificate is in the board mailbox
- V. Minutes of 9/23/20
  - A. Walter observed that the minutes stated that the Voter Services Ballot Collection Site would be located in the lobby of the library, but it is actually being held in a tent outside the building. Lori noted that after the September board meeting the decision was made to have the collection location outside the building.
  - B. A motion was made to accept the September 2020 minutes by Barbara and seconded by Cordelia, the motion carried
- VI. Director's Report - presented by Lori Schwabenbauer, Director (see attached)
  - A. Lori shared that we have received 3 of the 4 Covid relief grants, with one check not yet received. When that is received, we will have won a total of ~\$40,000 in relief
  - B. Sue asked a question about where the relief money will be placed in the budget. Joe suggested a negative expense instead of revenue would be a possibility. We should work with Joe Kohri, at CCLS, to determine how to account for these funds

- C. A motion to accept the Director's Report was made by Cordelia, seconded by Shelly, the motion carried

VII. Treasurer's Report - presented by Cordelia Rosazza, Treasurer (see attached)

- A. TD Bank balance is still looking good
- B. The investments in the Endowment Fund are up for the year
- C. Lori let us know that she made a large deposit to TD Bank
- D. Cordelia noted that we are on target with our goal percentages. Revenue is down somewhat, but expenses are on track. She reminded us that we need to make sure that we stay on track with spending the required 12% of the budget for materials
- E. Generally we spend \$32,000 a month on expenses. Therefore we need an \$87,000 balance for the remainder of the year. We currently need \$21,000 additional income by end of year. We have not taken the \$41,240 drawdown from the Endowment Fund that is the allocated amount for this year. That will cover the additional money needed, as well as make the annual debt reduction payment to the Borough.
- F. Sue had a question about where the money comes from for the donations line in the budget, which has a budget amount of \$11,000. Lori said that general donations from sources such as the money jar at the circulation desk (less fees and fines), Amazon Smile receipts, donations made by individuals outside of the two annual appeals, etc. fund that line.
- G. A motion to accept the Treasurer's report was made by Pat, seconded by Lisa, the motion carried

VIII. Old Business

- A. Updates/visits & budget requests to municipalities
  - 1. Lori attended all municipal governance meetings, reported on the library's activities, and made budget requests for next year. She noted that she received positive reactions from all municipalities and is hopeful that they will maintain funding amounts for next year. She plans to try to attend more municipal meetings during the coming year. She thanked all the trustees who were able to attend meetings with her.
- B. Branding rollout
  - 1. Lori plans to hold an event to promote the new logo and website in mid-November. She wants to organize a giveaway in the lobby, similar to the giveaway craft bags that Youth Services is offering. She plans to get an ad or article in a local paper, as well
- C. The Winter Fund Drive will go out later than the November 1 target due to delays in the graphics department at CCLS and the printer

IX. New Business

- A. Sue is requesting an additional board meeting this year. She recommends meeting on November 18 (new) and on December 9 (previously scheduled). The members present were in agreement with this addition
- B. Officer nominations/Bylaws amendment for current officers to remain in position
  - 1. Pat made a motion to suspend the bylaws' term limit for officers and to nominate the current slate of officers to continue in their positions for the next term. Allison seconded the motion and the motion carried. The officers will be elected in November
- C. Policy Manual revisions - the document will be emailed to board members to review. It will be discussed and voted on in December
- D. Resolution to request a 2020 waiver of PA library standards for hours open
  - 1. This is a blanket resolution that provides a waiver for not meeting minimum requirements determined by the State for things such as hours open, 12% expenditure on materials, etc.
  - 2. A motion to approve this resolution was made by Shelly and seconded by Allison, the motion carried

3. Pat and Sue will sign the resolution and make sure that it is submitted to the state this week
- E. The 2021 draft budget will be sent to the board members by email. It will be discussed at the November meeting
- F. Approval of amounts for debt reduction/Haverford account withdrawal
  1. Sue shared her thoughts about being proactive in paying down our debt, which has three years remaining
  2. Cordelia made a motion that we take the \$41,240 budgeted drawdown amount from the endowment. Out of this money we will make the \$12,000 payment as scheduled to West Grove Borough. We will make an additional payment of \$5000, plus the money raised from the special fund campaign, to the borough in December. The motion was seconded by Lisa and the motion carried
- G. Flipcause donor database (Suzanne, Jack)
  1. Shelly shared the following email from Suzanne and Jack, who were unable to attend the meeting
    - a) Suzanne and Jack are working to set Flipcause up for fundraising, both for the Annual Fund and for special projects. They're going to launch a Giving Tuesday campaign and will need the board's help. As you consider making your annual contribution in support of the library, they ask that we give in two ways:
      - (1) by making a contribution BY CHECK to the library
      - (2) by making a smaller/token contribution through the library's website which uses the Flipcause platform.
    - b) While they know that giving this way is a little tedious, they're asking that you consider making gifts in both ways so that our larger gifts are not decreased by the % that Flipcause takes AND so that we can report to the foundation that funded Flipcause that our Giving Tuesday campaign garnered at least a baseline # of contributions. For reporting purposes, the aggregate amount of the gifts is less important than the number of contributions we receive.
    - c) In the next few days, Suzanne and Jack plan to look at migrating data about our current and potential donor pool into Flipcause. Depending on how difficult that is, they may send out a request to the board for help with data entry.
- X. Committee reports
  - A. Strategic Planning Committee (P. McKeon, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) has a meeting scheduled for next week, possibly on Monday, November 2 at 7:00 PM
  - B. No other committee reports were given
- XI. Other items for discussion
  - A. Pat requested that the Board Meeting calendar be uploaded onto the new website as soon as possible so that the public is aware of the meetings per Sunshine Laws
  - B. Barbara asked a question about the Jenner's Pond/teen penpals. Lori said that was being coordinated by the teen group.
- XII. Adjournment - 8:22
  - A. A motion to adjourn was made by Pat, seconded by Shelly, the motion carried