

Avon Grove Library Board of Trustees  
Wednesday, January 25, 2017  
Community Room

Submitted by Pat McKeon, Secretary

- I. Welcome:
  - A. The meeting was called to order at 7:00 by Mark
  - B. In Attendance: Suzanne Regnier, Judy Porta, Eric Crist, Mark Ungemach, Pat McKeon, Walter Borys, Patrick Harrison, Wanda Prosser, Lori Schwabenbauer
- II. Adoption of the Agenda: Motion to adopt made by Pat, seconded by Suzanne, motion carried
- III. Minutes: motion to approve the December minutes made by Judy, seconded by Wanda, motion carried
- IV. Guests
  - A. Joe Sherwood, CCLS Executive Director
    1. PA Budget coming up, deficit concerns
    2. Joe discussed the Member Library levels of municipal funding and how the County can support the member libraries
    3. Questions for Joe:
      - a) Current funds from state budget - we've received all the current money, 2018 is budget of concern
      - b) State Fiscal year - July 1
      - c) Does our library have to be on a calendar fiscal year - yes if we want to be in the CCLS system
      - d) County wide library services are paid through millage - this is how the county does it; Kennett is currently working on this with New Garden Township
      - e) The Member Agreement defines the role of the County and the Member Library services. Lori will email this to us for our review.
      - f) Libraries should be paying attention to where their monies are coming from - state and county may be an issue - local support for libraries nationally is low (PA is in the bottom 5%)
      - g) Educating the municipal officials is really important - it must happen all the time – on a regular basis. The board member who is the resident is the better spokesperson at the municipality level
- V. Director's Report, presented by Lori, see attached
  - A. Lori shared information about Kim Ringler's service
  - B. Winter Fundraising report – over \$8,000 so far, some over \$1,000.
  - C. Staff duty changes have been enacted due to Laura's departure
  - D. Customer count is down, outreach is up
  - E. Circulation numbers - totals are down 1.4%
  - F. Computer use - inconsistent - now counted through software, so should be more consistent moving forward
  - G. Reference questions - inconsistent - hand counted, Lori is going to create a spreadsheet on the types of questions and do a week snapshot each month (this data is reported to the state)
  - H. Children's programming attendance is up, adult programming attendance is down
  - I. Funding Formula changes were approved by the System Board (see notes)
  - J. Service Area assessments are in the works
  - K. Customer satisfaction surveys are going out next month

- L. Lori has met with the new director of the Kennett Library
- M. Motion to accept the Director's Report made by Eric, seconded by Judy, motion carried
- VI. Treasurer's Report - presented by Judy, see attached
  - A. 2016 deficit - Judy explained the reasons for this, 99% of budgeted revenue was
  - B. Expenses were on target, except for health care expenses
  - C. Keystone Grant agreement is still missing - need to know what it says about paying the loan
  - D. Fundraising committee will need to step up for this year's budget
  - E. Lori - pointed out that the library materials spending was over budget by 1%, she will watch that more this year
  - F. Motion to accept the Treasurer's Report made by Patrick, seconded by Suzanne, motion carried
- VII. Old Business
  - A. Friends of Avon Grove Library
    - 1. Mark spoke with Jacqui about the \$3000 in the Friend's account, discussed how to transition to other people
    - 2. Mark has some ideas about who might take this over, stressed the need for continued involvement of the Board
- VIII. New Business
  - A. Board Elections
    - 1. President: Susan Geiger, Vice President: Mark Ungemach, Treasurer: Judy Porta, Secretary: Pat McKeon
      - a) Judy moved that we accept the slate of officers for 2017 - 2018, Patrick seconded, motion carried
  - B. Board Schedule
    - 1. Suzanne presented a possible meeting structure for discussion - see attached
      - a) Discussion of subcommittees and meeting dates, pros and cons of this type of framework
      - b) Attendance will be important
      - c) If we make a change to the by-laws, the members must receive the change 10 days prior to the vote
      - d) Joe commented on types of committees and how often they may meet. He suggested getting more defined meeting structures as important, including action item lists and reminders. The board charges the committee with a task or tasks - how the committee does it doesn't matter, it is the end result that counts.
      - e) Patrick and Walter both suggested a second committee meeting night and a continued monthly board meeting
      - f) The board will continue to discuss this at the February meeting
      - g) Mark asked Pat to send out copies of the Strategic Plan and By-laws so that each board member can review them.
      - h) Mark asked Suzanne to write up a more detailed proposal
      - i) Mark will write up a description/outline of Institutional Advancement Committee (subcommittee - Fundraising) and will call a meeting prior to the next board meeting - will need to look at the members of the committee - there can't be a quorum of members on the committee
  - C. SAC Bylaws review
    - 1. Lori shared the SAC bylaws with our board. She will email suggestions and look for our input as well
  - D. Capital projects (see handout)
    - 1. Front desk countertop - Lori is looking into refinishing (sand and refinish) or resurfacing. She is waiting for a quote about the resurfacing

2. Chair reupholstering (4 chairs) - needed
3. Ringler Reading Room - (Susan West's idea)
  - a) Need for a quiet space
  - b) Take out the first three stacks (weeding and reorganizing will be needed), put up two walls to make a space, put up countertop along the window, as well as outlets
  - c) Lori would speak with Kim's husband, once board approves
  - d) Funding discussion - could dedicate the spring fundraising to this - this might be problematic, hold a fund drive?
  - e) future discussion is needed
4. Save the date -
  - a) Joe shared dates of County functions
    - (1) April 8 - Trustee Training on Board governance
    - (2) April 20 - Robbe Healey
    - (3) April 29 - Trustee Training on community engagement
    - (4) Sept 25 - 26 Libraries of the Future Conference - Atlantic City
  - b) Avon Grove dates
    - (1) Saturday 4 - 6 art reception
- E. Thank you notes/emails should be sent to the bigger donors - Lori will distribute the list with blank spaces for trustees to sign up
- IX. Committee Reports - none
- X. Open Discussion - none
- XI. Adjournment Suzanne, Patrick 8:40