

Avon Grove Library Board of Trustees Meeting: Minutes

Wednesday, February 23, 2022

7:00 pm via Zoom

Submitted by Pat McKeon, Secretary

- I. Welcome: 7:02
 - A. In attendance: Sue Geiger, Pat McKeon, Allison Thomas, Shelly McCoy, Cordelia Rosazza, Walter Borys, Barbara Hart, Jack Waber and Lisa Sweet
- II. Adoption of Agenda
 - A. Motion to adopt the agenda made by Barbara, seconded Jack, motion carried
- III. Friends of the Library Report - none
- IV. Minutes of 1/26/22
 - A. Motion to accept the minutes made by Jack, seconded Cordelia, motion carried
- V. Director's Report - Lisa Sweet, Interim Director (see attached)
 - A. They are organizing the "great refresh of Youth Services room" to make better use of the space
 - B. The Novel Tea is March 9th and they are continuing to promote it
 - C. Katie has completed the next issue of the Avon Grove Library Gazette
 - D. There are no changes in the mask policy for staff. Lisa wants to wait for Lesley to make any changes
 - E. They may hold some outdoor programs depending on the weather
 - F. Longwood Reads begins with 2 virtual programs
 1. Vegetable gardening
 2. First Ladies of the White House
 - G. Lisa Sherwood is recording bilingual stories with LCH Health Services on March 4
 - H. The staff is preparing to welcome Lesley
 - I. Questions
 1. Walter's comments
 - a) He thanked us for the large print book donation in memory of his mother
 - b) He wondered about the impact of COVID on patrons coming back to the library. Lisa said numbers are down, but explained what they are seeing.
 2. Barbara asked if it was OK to share director's report with non-board members. Since these are shared at a public meeting there's no reason she can't share them with others
 - J. Motion to accept the Director's Report made by Cordelia, seconded Jack, motion carried
- VI. Treasurer's Report - Cordelia Rosazza, Treasurer
 - A. She has added an "other" column to the balance sheet
 - B. Investments are down, but everything else is good
 - C. Expenses are inline with the budget
 - D. Income: New London paid early
 - E. CCLS made corrections to December financial: -\$600
 - F. Motion to accept the Treasure's Report made by Pat, seconded Jack, motion carried
- VII. Old Business
 - A. CCLS Author Event - Erik Larson (Wednesday, 3/9/22 @ 7 PM, virtual)
 1. 12 tickets have been sold so far
 - B. COVID protocols
 1. see Director's Report
 - C. AGL loan payoff celebration

1. Sue proposes holding this in June
2. It would also be a welcome to Lesley
3. Sue asked for volunteers to plan
 - a) Jack, Suzanne, Shelly have volunteered
 - b) They will have details to share next month
- D. Eagle Scout project
 1. Good to go with the Borough
 2. Charlie is ready to begin
 3. Sue signed the needed paperwork
 4. The library will have teen volunteers maintain it going forward
- E. Lesley to start March 7, if FBI clearance comes in. Sue will let us know
 1. Sue asked for members to send her thoughts about what Lesley should accomplish by year's end by March 1. Global goals
- F. Thank you notes - The spreadsheet will be sent and Board members send notes to their township's donors

VII. New Business

- A. Board of Trustees self-evaluation
 1. Pat shared that an informal assessment has been done previously. She will go through the files and share that
 2. Sue and Pat will develop a current Self-Evaluation for the Trustees
 3. Sue ask that the Board members send written feedback her performance before the next meeting
- B. Employee handbook PTO adjustment
 1. Sue is proposing to adjust the Paid Time Off policy to begin Jan 1 of anniversary years their employment
 2. Much discussion followed
 3. The policy committee will meet prior to next meeting to review
 4. The item is tabled until next month

VIII. Committees - none

IX. Other items for discussion

- A. Barbara asked about getting library cards without coming in. Lisa explained the process to do that which is currently in place
- B. It was noted that Avon Grove Charter has no library. How can we reach out to them? Lisa shared that in the past, schools have come in for tours and to get library cards. Discussion was held about how to help with this issue
- C. Walter brought up the issue of employees paying into health insurance plan. For example, new employees pay \$100.00 a month toward it. He suggested that it was worth discussing in future. Jack commented that health insurance is a fringe benefit that they deserve
- D. Jack had a question about what bills and expenses we are obligated to pay. He stressed the need for a "rainy day" fund. Sue will resend the email from Walter which lists our obligations
- E. Sue would like to form a facilities committee. She requested that this be put on agenda next month

X. Adjournment 8:16

- A. Motion to adjourn made by Cordelia, seconded by Alison, motion carried

An Executive Session was held to discuss personnel matters