

**Avon Grove Library Board of Trustees Meeting - Minutes  
Wednesday, February 24, 2021, 7:00 pm – Zoom meeting  
Submitted by Pat McKeon**

- I. Welcome: 7:02
  - A. In attendance: Pat McKeon, Shelly McCoy, Cordelia Rosazza, Walter Borys, Barbara Hart, Sue Geiger, Suzanne Regnier, Jack Waber, Lori Schwabenbauer, Barb Murphy, and Joseph Sherwood
- II. Adoption of Agenda
  - A. Motion to adopt the agenda made by Jack, seconded by Suzanne, motion carried
- III. Guests - Joseph Sherwood, CCLS Executive Director
  - A. Governor's budget is under development; we still need to reach out to our legislators
  - B. Funding Task Force still working on their revisions
  - C. Auditors are finished at CCLS
  - D. Discussion: Libraries of the Future
    1. Joe emailed an article on this topic - please read
    2. Joe's highlights/watch words
      - a) Pay attention to community needs, demographics & engaging with the community
      - b) Partnerships (both parties should get something of value)
      - c) Services - be willing to try new things; adaptability and flexibility are key
        - (1) physical to virtual trend will continue
        - (2) changes in private ownership - what does the library have that homeowners no longer have (e.g. - faxes, printers)
        - (3) be aware of licensing issues and copyright
      - d) Communications channels, such as social media: be aware of and responsive to what your community is using; social segmentation can help target specific audiences
      - e) Funding - there will be changes in revenue streams
      - f) Consistence and convenience: when people change their habits, they don't change them back easily; they will continue to expect some of the new services we're providing
      - g) The Library building
        - (1) need for flexible and adaptable spaces (shelves on wheels? small tables? remote storage?)
        - (2) small, collaborative workspaces
        - (3) libraries are louder now; create space where it's quiet
        - (4) maintenance issues and HVAC needs, e.g. air purification systems
      - h) Staffing
        - (1) more automated processes will free up staff so they can interact with public
        - (2) multi-training, retraining, removing clerical/repetitive tasks
        - (3) reviewing policies to keep things legal as laws change
        - (4) look at needed skills when hiring: more soft skills, people skills will be needed
    3. Joe's predictions

- a) Physical materials will decline, but still be important, especially for children
  - b) Curbside and non-contact services will continue
  - c) Community gathering spaces will remain important
  - d) Staff education & retraining around virtual platforms will be important
  - e) More efficient use of technology and processes will be key
  - f) Re-envision the space that you have – get input from the community about what services they value the most & how they want to access them
  - g) People (our staff) remain our most important capital
- IV. Friends of the Library Report - presented by Friends Co-President Barb Murphy, Board Liaison Barbara Hart
- A. Barbara Murphy reports that the Friends are creating a newsletter which will be distributed soon
  - B. They plan do another online silent auction in the spring or early summer
  - C. The Friends will be holding a non-bake bake sale fundraiser on election day
- V. Minutes of 1/27/21
- A. Motion to accept the January minutes made by Cordelia, seconded by Shelly, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director, see attachments
- A. Lori shared examples of patrons expressing appreciation for being open and offering shelf access
  - B. The library directors have been talking about the need for double masking, nothing has been decided at this point
  - C. Statistics - circulations figures are up from December. There was a 2.3 percent loss from January, 2020, which was better than expected
  - D. April 4-10 is National Library Week
  - E. Deposit for February was over \$34,000, our fundraising goal is already 1/3 of the way toward the budgeted goal
  - F. Collections - Lori is deaccessioning the music cds collection. It has been getting very limited use, so she will be offering them to a hospice program, as well as offering them to staff and board members
  - G. Youth Services news
    - 1. there is a storytime every weekday
    - 2. pop-up story times will be held at the Penn Township Park this spring
    - 3. the Lego challenge and many other programs are ongoing
    - 4. Adult programs are continuing as well - see the monthly calendar
  - H. Lori received a special email from a customer praising the services and programs, especially during COVID
  - I. Motion to accept the Director's Report made by Jack, seconded by Cordelia, motion carried
- VII. Treasurer's Report - Cordelia Rosazza, Treasurer, see attachments
- A. The budgeted amount remaining is 91 percent
  - B. Cordelia suggested we keep an eye on electricity and maintenance expenses
  - C. We have received the money from the federal Employee Retention Credit program
  - D. There was a decrease in the Haverford Fund this month

- E. Lori reports that the loan repayment bill received from the borough is less than we thought it should be. Lori is going look into this
- F. Motion to accept Treasurer's Report made by Jack, seconded by Suzanne, motion carried

#### VIII. Old Business

- A. Fundraising reports and 2021 plan - Suzanne Regnier
  - 1. Jack, Pat, Walter and Suzanne have been contacting significant and moderate donors. This creates a touch and they are hoping to get feedback to use for marketing and fundraising purposes
  - 2. Flipcause - there are 183 records currently in the system; we will add the municipalities so they can receive consistent communications from us
  - 3. Library Week - opportunity to reach out
  - 4. Library is available to accept bequests. Walter reminded us about this, suggesting that we encourage people to make bequests to specific areas
  - 5. Suzanne noted that we should revisit the topic of a heritage society (Hutton family)
  - 6. Suzanne suggested tweaking website to move the "support us" page to make it more accessible

#### IX. New Business

- A. Discussion: "Board Governance 101" - Susan Geiger
  - 1. will discuss in March, send questions to Sue
- B. Discussion: Board committees - Susan Geiger
  - 1. Proposed committees and chairs:
    - a) Executive - Sue
    - b) Financial - Cordelia
    - c) Space Planning - Shelly
    - d) Fundraising - Suzanne, Jack
    - e) Strategic Plan - Pat
    - f) Board Recruitment - ?
    - g) Personnel - ?
    - h) AG Library 2031 Committee (Long Range Planning) - Walter
    - i) Bylaws/Policy/Employee Handbook - ?
- C. Information sharing from Professional Development Sessions - Lori Schwabenbauer
  - 1. Developmental Roundtable fundraiser suggestion
    - a) Phoenixville Library - author event , in the works
      - (1) suggesting a systemwide virtual event with author Riley Sager
      - (2) organized by an outside company
      - (3) marketed systemwide and locally
      - (4) individual library's profit based on participation
  - 2. Webinar on getting and retaining donors
    - a) Lori shared the topics that were new to her from the program

X. Current committees - no reports

XI. Other items for discussion - none

XII. Adjournment

- A. Motion to adjourn at 8:33 made by Suzanne, seconded by Cordelia, motion carried