

Avon Grove Library Board of Trustees Meeting Minutes

Wednesday, August 26, 2020

7:00 pm – Zoom meeting

- I. Welcome: 7:04
 - A. In attendance: Sue Geiger, Allison Thomas, Pat McKeon, Walter Borys, Suzanne Regnier, Cordelia Rosazza, Jack Waber, Lisa Zawada, Barbara Hart, and Lori Schwabenbauer
- II. Adoption of Agenda
 - A. Motion to adopt the agenda made by Jack, seconded by Suzanne, motion carried
- III. Guests - Kati Davis, Children's Librarian (Lori introduced her)
- IV. Friends of the Library Report - given by Pat and Lori
 - A. Pat shared the information about the upcoming online silent auction that the Friends are planning for the fall
 - B. Lori shared updates on the Friends' participation in the first drive-in movie event with Penn Township
- V. Minutes of 7/22/20
 - A. Motion to accept the minutes from July made by Jack, seconded by Barbara, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director (see attached)
 - A. Lori shared the good news about two of the three grants that the library has been awarded, totaling \$5,750
 - B. The reopening has gone very smoothly
 - C. Door counts are still reflecting low numbers. Lori expects this to continue until programs resume
 - D. The summer reading program has been popular, but less than the usual summer programming. They will continue using the online platform through the fall
 - E. The drive-in movie a success. Penn Township wants to continue to fund future events and the library will continue to coordinate
 - F. The teen volunteer program is being held virtually. 15 teens are participating
 - G. The Office of Commonwealth Libraries has prescribed ways to count virtual program attendance, which should help to calculate these statistics
 - H. Lori shared AHHHA's partnership (Arts Holding Hands and Hearts, Inc.) with Kennett Library, placing little "pop-up" free libraries throughout the community. They would like to know if one could be placed in front of our library. Lori is going to coordinate with the borough
 - I. Sue asked Lori to find out the details regarding the Employee Retention Credit from the system. Walter suggested we use the money to pay down the loan or avoid taking as large a disbursement from the endowment, if the money is not restricted.

Sue cautioned that we need to be aware of reductions from the municipalities that may occur. The Board members agreed with this.

- J. Motion to accept the Directors Report made by Suzanne, seconded by Jack, motion carried

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

- A. 41% of the budget is remaining. We are on target for budget items
- B. The endowment \$16,000 short from last year, good compared to what it was earlier this year
- C. Our income is down (fines, etc.), expenses down too, but the grants we've received should help a lot
- D. Suzanne complimented Lori's acquisition of the grants and managing the budget
- E. Motion to accept the Treasurer's Report made by Jack, seconded by Barbara, motion carried

VIII. Old Business

- A. Lori updated us on the Fund Drive letters
- B. Proposed Library Specialist position
 1. Lori has created the job description, to include outreach to Hispanic community as well as circulation duties
 2. The cost for the position would add \$8,500 to wages and benefits for next year
 3. Lori is looking into funding sources and has found possible grants available throughout the state and county
 4. Suzanne talked about creating this to address Diversity Inclusion Accessibility Equity issues (DIAE). It was noted that this position would address these needs
 5. Jack made a motion to move forward with this position, Pat seconded, Discussion: concerns about the costs of the position in the future. After discussion, the motion carried

IX. New Business

- A. Updates/budget requests to municipalities
 1. Sue and Walter assisted with this year's letter to the municipalities. We are acknowledging their hardship this year and it was suggested that we meet them halfway rather than asking the full \$5 per capita
 2. It was noted that there will be lower earned income tax due to the municipalities
 3. A letter was sent to London Grove Township already, at their request.
 4. Lori would like Board members to attend their municipal meetings. Sue stressed how important their contributions are. Board members are encouraged to be involved in this process and build relationships with their municipal officials.
 5. Public thank-you to Lori from Sue, recognizing the work she's done during these stressful times
- B. Executive Session - held to discuss personnel issues

C. Director Evaluation

1. The Director's Evaluation Form was reviewed. A motion to accept and use the Director's Evaluation Form was made by Pat, seconded by Cordelia, the motion carried
2. A motion was made to approve a 4% salary increase for Lori retroactive to the March 18, 2020 pay period by Suzanne, seconded by Barbara, motion carried
3. A motion was made that the Director's Evaluation will determine the Director's annual salary increase based on merit was made by Cordelia, seconded by Jack, the motion carried

X. Committee reports

- A. Ad Hoc Board Policy Committee (S. Geiger, P. McKeon, S. Regnier, L. Schwabenbauer) - none
- B. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon) - none
- C. Branding Committee (P. McKeon, J. Ford, M.J. Morris, L. Schwabenbauer, L. Sherwood, L. Sweet)
 1. The blue logo design shared by Lori will be adopted
 2. It is planned that the rollout of the new website with the new logo will be the beginning of October
- D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, C. Rosazza) - none
- E. Finance Committee (S. Geiger, C. Rosazza, L. Schwabenbauer)
 1. Cordelia will call a meeting to begin the budget process
- F. Fundraising Committee – President: S. Geiger; Subcommittees:
 1. Events (C. Rosazza, S. Regnier)
 2. Corporate Donations (W. Borys, B. Hart, P. McKeon)
 3. General Donations (P. McKeon - Friends, L. Schwabenbauer and L. Zawada – Annual Appeals)
 4. Grants (S. McCoy, P. McKeon, S. Regnier, L. Schwabenbauer, J. Waber)
- G. Personnel Committee (S. Geiger, S. McCoy, P. McKeon, S. Regnier, C. Rosazza)
 1. The committee will meet to determine the % of the merit increase
- H. Space Planning Committee (S. McCoy, B. Hart, L. Schwabenbauer)
- I. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer)

XI. Other items for discussion

- A. Barb shared a local history tour (Peg Merryman) as a possible program for the library
- B. Lori thanked the board for their approval of the new position and her increase

XII. Adjournment - 8:39

- A. A motion to adjourn was made by Pat, seconded by Cordelia, motion carried