

## Avon Grove Library Board of Trustees Meeting Minutes

Wednesday, February 27, 2019

7:00 pm – Community Meeting Room

Pat McKeon, Secretary

- I. Welcome - 7:02 pm
  - A. In attendance: Judy Porta, Shelly McCoy, Suzanne Regnier, Susan Geiger, Walter Borys, Barbara Hart, Cordelia Rosazza, Pat McKeon, and Lori Schwabenbauer
- II. Agenda: Motion to approve made by Judy, seconded by Suzanne, motion carried
- III. Guest: Lisa Zawada
- IV. Friends of the Avon Grove Library: Report given by Joyce Ford, Friends president
  - A. The wine tasting and silent auction is being held on March 31
    1. They currently have 40 items and will be getting wine from local wineries
    2. The trustees were given invitations to sell, requesting that we sell 4 each. They want to keep track, so trustees are asked to let them know when tickets are sold. Tickets will also be sold at the circulation desk and through Brown Paper Tickets online
    3. Discussion of logistics - ticket sales, silent auction - online and in person bidding options, wine acquisition, etc
- V. Approval of Minutes for January 19, 2019
  - A. Motion to accept the minutes made by Judy, seconded by Cordelia, motion carried
- VI. Director's Report, Lori Schwabenbauer, see attached
  - A. Our library is being recognized as being central in the community as Lori is asked to participate in more local initiatives such as the National Night Out advisory committee, Southern Chester County Opportunity Network
  - B. Lori is in the process of replacing Lydia Rehrman and has several good candidates
  - C. Statistics are great this month
  - D. CCLS Funding Formula Committee is continuing to meet
  - E. Per Cordelia - Kennett Library capital campaign is targeting Avondale, Lori will investigate
  - F. Spring bulb sale is running through the month of March
  - G. Lori asked for feedback on the corporate sponsorship flyer
  - H. Motion to accept made by Suzanne, seconded by Cordelia, motion carried
- VII. Treasurer's Report - Judy Porta, see attached
  - A. Review of the Final 2018 Report

1. We reached 99% of projected revenues and 96% of budgeted expenses, with \$14,892 in excess funds
2. Total assets at end of the year: \$30,114.44

#### B. January Report

1. We have received 33% of expected revenue, expenses are right on target
2. Judy recommended that we may want to consider sending the \$20,000 back to Haverford to go into a CD or something liquid. We have received our state funding and won't collect much interest on the \$20,000 from our bank if we leave it there
3. Motion made to move the \$20,000 into a 3 month CD at Haverford made by Cordelia, seconded by Judy, motion carried. It was recommended that we should look at this again in May to determine whether the CD should be renewed
4. Motion to accept the Treasurer's Report made by Suzanne, seconded by Shelly, motion carried

#### VIII. Old Business

- A. New Trustee: Lisa Zawada - will be approved by Franklin Township in March
- B. Systems Advisory Council Trustee Representative - Cordelia will take the March meeting in Exton, Barb will tentatively do the August meeting
- C. Municipal support - several municipalities are under the recommended \$5.00 per capita allocation
  1. Walter shared a handout that included census data and population forecasts, actual funding and predicted revenue increases if the municipalities increased their allocation. The second page shows the usage of our library by township - see the last column on the handout
  2. Sue questioned how we could use this information to communicate with the townships
  3. Lori will come up with more statistics and we can discuss further next month
  4. Shelly suggested that a committee be formed to come up with a strategy to encourage the municipalities to increase their funding of the library. The following trustees offered to serve on this committee: Walter, Shelly, Suzanne, Lisa, Lori
- D. Renewed lease negotiations are beginning with West Grove Borough. Our lawyer and Greg are scheduling a date to meet

#### IX. New Business

- A. Defining the roles of trustees
  1. Pat presented proposed changes to our by-laws and got feedback from the other trustees
  2. She will revise the section of the by-laws and submit for vote next month

B. Definition of a full-time employee

1. See General Library Policies handout from Lori
2. Full-time is a minimum of 35 hours per week for full-time per our handbook
3. There is no system-wide requirement, but most libraries are 35 hours per week
4. We are confirming that full-time is 35 hours per week for the Avon Grove Library

X. Committee Reports

A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer)

1. Lori is working on a new logo and is reaching out to Sherrill Franklin for assistance
2. Lori is working on a draft website with Flipcause

B. Fundraising and Grants Committee (J. Porta, W. Borys, J. Ford, S. McCoy, S. Regnier, R. Thompson)

1. Suzanne reported that we are applying to the Hutton Family Help Fund, which was established to support non-profits in Southern Chester County.
2. Giant will do fundraising for us in April, selling hot dogs, but they will also check with committee outreach managers about donations at the register
3. Lowes has small-scale grants that Suzanne is investigating

C. Personnel Committee (S. Geiger...)

1. None

D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta)

1. Met to touch base two weeks ago

E. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer)

1. Lori is working with her staff on the employee handbook

F. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer)

1. The committee will reconvene in early summer to review progress with the annual plan

G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer)

1. Executive Committee is researching options for additional members

H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer)

1. None

I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet)

1. The next overnight training session in State College is in April

XI. Other discussion

- A. Lori and the directors of Kennett and Oxford libraries are working on a Writers' Conference for the fall
- B. State budget has flat-funded the libraries - we need to approach local state legislators about the impacts of that kind of funding
- C. Suzanne requested that we email our name and how we want our affiliations to be listed to her at smregnier17@gmail.com

XII. Adjournment

- A. Motion to adjourn made at 8:35 by Judy, seconded by Cordelia, motion carried