

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, January 23, 2019
7:00 pm – Community Meeting Room
Pat McKeon, Secretary

- I. Welcome: 7:04 PM
 - A. In attendance: Sue Geiger, Pat McKeon, Suzanne Regnier, Shelly McCoy, Judy Porta, Cordelia Rosazza, Lori Schwabenbauer, and Walter Borys (BY PHONE)
- II. Adoption of Agenda
 - A. Requested additions: Old Business - fix wording for Avon Grove Endowment Fund; in New Business add Lawyer update to Building front door
 - B. Motion to accept agenda with additions made by Suzanne and seconded by Shelly, motion carried
- III. Guests: Lisa Zawada, Nicole Richards, Joyce Ford and Barbara Palladino
- IV. Fundraising presentations/Q&A:
 - A. Nicole Richards, CCLS Development Director
 1. Nicole shared her background and what she does for the county and member libraries
 2. Shelly asked for suggestions to attract younger clients and families to fundraising events. Nicole suggested that libraries are doing the following:
 - a) mini golf in stacks
 - b) wizarding day
 - c) older donors are interested in the wine/beer/whiskey tastings
 3. Judy asked about Nicole's experience organizing a golf tournament. Nicole loves golf tournaments, but stated that you shouldn't expect to make money the first year. There is a lot of expense involved. There is a lot of manpower needed for a successful event.
 - B. Barbara Palladino, Friends of the Avon Grove Library member and non-profit fundraiser for the cause of animal spaying/neutering
 1. Barbara shared her experience as a fundraiser
 2. She discussed numerous grants and fundraising ideas
 3. Cordelia asked about hosting a literary tea with authors
- V. Friends of the Library report - presented by Joyce Ford, president
 - A. The company picked up the donated shoes. The Friends are waiting to hear the dollar amount we will make
 - B. The Friends had a \$1477 ending balance for 2018
 - C. \$2250 was donated to the library in 2018
 - D. The friends are hosting a Wine tasting at Twelves, March 31, from 5:00 - 7:00. Twelves is charging \$10 a person and will get the wine donated. The Friends will charge \$25.00 a ticket. There will be a silent auction. The Friends will need the board to assist with selling tickets.
 - E. They are working on other activities, such as the bake sales for Election Day.
- VI. Minutes of 11/18 and 12/18

- A. Motion to approve the November minutes made by Judy, seconded by Cordelia, motion carried
- B. Motion to approve the December minutes made by Cordelia, seconded by Suzanne, motion carried

VII. Director's Report, Lori Schwabenbauer (see attached)

- A. Print circulation is down, almost all other statistics are up
- B. 2018 was a good year in programs, door count and computer usage for the library
- C. System Board (see notes)
- D. System Funding Formula Committee is reconvening to exploring the potential changes - 2018 numbers will be used to determine any needed changes. Potentially we could get part of Londonderry's funding, which is currently 100% in Parkesburg's area
- E. Lori shared professional development opportunities with the board
- F. Children's programs - Lori compared our programs with Chester County. Through November, we have done 90% of the number of programs that they do
- G. Lori shared a list of donors from the Winter Campaign for the board members to write thank you notes to
- H. Motion to accept the Director's Report made by Pat, seconded by Shelly, motion carried

VIII. Treasurer's Report, Judy Porta (see attached)

- A. November report is here, final December report is not here yet
- B. Judy review the expenses for November
 - 1. Donations and DVDs were down in November, but for the most part we were on track with expenses
 - 2. Lori explained the Flipster expense in periodicals
- C. Revenues in November were good, but Avon Grove Endowment Fund took a big hit in December. Preliminary estimate is about \$6000 remaining from the 2018 revenues
- D. Motion to approve the November Treasurer's Report made by Cordelia, seconded by Pat, motion carried

IX. Old Business

- A. Systems Advisory Council Trustee Representative needed
 - 1. Four meetings - Second Tuesday evening of the month 5:30 dinner, 6:15 District Librarians Meeting, 7:00 SAC mtg - January, March, August and November
 - 2. Usually have a speaker and lasts about an hour
 - 3. We must have a volunteer before the March meeting
- B. Draw Down Language update
 - 1. It was suggested we use September 30 of the previous three years as the date for comparison
 - 2. Sue made a motion to change the wording to: The annual draws from the Avon Grove Endowment Fund will be based on the average of the previous three years' September 30 balance. Shelly, seconded the motion and the motion carried
- C. Sue made a motion to take a partial drawdown of \$20,000 for this year in January. The motion was seconded by Suzanne and the motion carried

X. New Business

- A. Library 2019 Annual Plan draft - (see attached)
 - 1. Lori presented the plan for the library, which is based upon the Strategic Plan

2. The Strategic Planning Committee will revisit it at several points during the year to review its implementation

B. Building front door/lawyer update

1. The West Grove Borough presented the library with a bill for the front door. Sue said that we would not pay this bill
2. Sue contacted our lawyer, John D'Lauro, and he is beginning negotiations to redo our lease with the borough

XI. Committee reports

A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L.) no report

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

1. Tried for the Dollar General grant and didn't get it, will try again
2. Suzanne wants to know the top three successes and top three challenges that we see in our library
3. Suzanne would like the Board to complete our characteristics/strengths for the library profile (this handout was passed during the meeting)
4. National Library week - Giant is willing to sell hotdogs to benefit our library
5. Suzanne found another Hutton Fund that we can apply to
6. Walter researched township and borough giving to determine their levels of giving. The suggestion is to get the three municipalities to bump up to \$5.00 per capita. This wouldn't really be that big a hardship for them and a big benefit for us
7. Shelly suggested greater board member involvement with our municipalities to build those relationships

C. Personnel Committee (S. Geiger...) no report

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

1. Sue will send a note for the committee to meet before the February meeting

E. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) no report

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

1. The committee will meet again in the spring to follow up with the annual plan's progress

G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer) no report

H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer) no report

I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet) no report

XI. Adjournment: motion to adjourn at 8:45 was made by Cordelia, seconded by Shelly, motion carried