

Avon Grove Library Board of Trustees Meeting - Minutes

Wednesday, September 23, 2020

7:00 pm – Zoom meeting

Submitted by Pat McKeon

- I. Welcome: 7:04
 - A. In attendance: Sue Geiger, Pat McKeon, Walter Borys, Jack Waber, Allison Thomas, Suzanne Regnier, Barbara Hart, Cordelia Rosazza, Lisa Zawada, Lori Schwabenbauer and Joyce Ford
- II. Adoption of Agenda
 - A. Motion to adopt made by Jack, seconded by Suzanne, motion carried
- III. Guests - None
- IV. Friends of the Library Report - Joyce Ford, President
 - A. The online auction fundraiser was set up using some of the donated items, but not all items that were for the canceled wine tasting. Bids are already coming in
 - B. They will be holding an “Un-baked Bake Sale” for their election day fundraiser
 - C. They plan to have another auction in December, using the remainder of the silent auction items. Probably another online version
 - D. Joyce has moved to DE and needs to resign from Friends, no one from the current group wants to take the leadership role. She is asking for suggestions from the board
 1. Sue suggested putting a notice in the library
 2. It was recommended that Joyce and Lori create a job description for the position
 - E. Everyone thanked Joyce for her service
- V. Minutes of 8/26/20
 - A. Motion to accept made by Cordelia, seconded by Jack, motion carried
- VI. Director’s Report - Lori Schwabenbauer, Director (see attached)
 - A. A Ballot Box will be placed in the lobby. Chester County Voters Services will staff this and take away the ballots each night
 - B. Motion to accept the Director’s Report made by Jack, seconded by Pat, motion carried
- VII. Treasurer’s Report - Cordelia Rosazza, Treasurer (see attached)
 - A. Discussed the balance sheet and noted that the cash level is at the required amount
 - B. The Endowment Fund is up
 - C. There are three more years to pay off the loan to the borough. The minimum payment to be made this year is \$12,000
 - D. Our goal number this month is 25%. Much of the income that was budgeted for the remainder of the year won’t come in. The Payroll Protection funds should cover that deficit
 - E. Our expenses are in line with what they should be at this time
 - F. Questions for Lori about the funding campaign:
 1. There has been little response to the letters so far

2. It was suggested that Lori try to use the fundraising database for the next group of letters to be sent

G. Motion to accept the Treasurer's Report made by Suzanne, seconded by Jack, motion carried

VIII. Old Business

- A. Updates/budget requests to municipalities
 1. All board members should attend their October municipal meeting
 2. Lori will approach Londonderry asking for \$3400. Tom, the director of the Parkesburg Library, will be requesting \$3500
 3. London Grove Township gave feedback to Walter about what they are expecting with the earned income tax. They seemed willing to budget what they gave this year
 4. Lori will have the annual report to us soon
 5. Suzanne noted that we have a good story to tell: all the virtual and online resources we have available and that we continued to provide service, even when closed - we pivoted
 6. Allison asked for statistics to show library use by township. Lori will provide this

IX. New Business

- A. Budget - We need a preliminary budget by next month
- B. Officer Elections will be held at the November/December meeting. Anyone interested in serving in an office should let Sue know before the October meeting. Officers no longer wishing to serve should also let Sue know
- C. The Board will recognize Joyce Ford's service with a \$100 gift card and tickets to Longwood. Sue will pick up the tickets and contributions at the library. Board members can put their contributions in an envelope to Sue by next Wednesday, September 30th. Lori will print a certificate

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. Lori said the new website will be unveiling soon
 2. Suggestions were made regarding the new logo. Perhaps we have masks made. Suzanne will give Lori information for a company that could produce them
- D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, C. Rosazza) - none
- E. Finance Committee (S. Geiger, C. Rosazza, L. Schwabenbauer) - will meet before the October meeting
- F. Fundraising Committee – President: S. Geiger; Subcommittees: - none
 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) - Sue will schedule a meeting to decide merit amounts
 - H. Space Planning Committee (S. McCoy, B. Hart, L. Schwabenbauer) - none
 - I. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - Pat will organize a meeting this month. Pat asked Lori for an updated annual plan
- XI. Other items for discussion
- A. Sue shared the response from Joe Sherwood about quarantined materials. Lots of discussion about this
 - B. Joe Sherwood will be present at the next meeting
- XII. Adjournment - 8:12
- A. Motion to adjourn made by Suzanne, seconded by Barbara, motion carried