

Avon Grove Library Board of Trustees Meeting Minutes

Wednesday, March 22, 2023

7:00 pm via Zoom

Submitted by Allison Thomas

I. Welcome: 7:01 pm

- A. In attendance: Sue Geiger, Allison Thomas, Cordelia Rosazza, Barbara Hart, Lisa Sweet, Patricia McKeon, Shelly McCoy, Walter Borys, Jack Waber, David Payne

II. Adoption of Agenda

- A. No changes.
- B. Motion to adopt the agenda made by Jack, seconded by Pat, the motion carried.

III. Friends of the Library Report

- A. No report.

IV. Minutes of 2/22/2023

- A. No corrections.
- B. Motion to approve the minutes made by Jack, seconded by Pat, the motion carried.

V. Director's Report – Lisa J. Sweet, Interim Director, see attached report.

- A. AGL held 60 programs in February with total attendance of 670.
 - B. Winter appeal at \$15,965 from 128 donors. Closing out appeal with March collections. Pat inquired if trustees should do thank you notes for large donors. *ACTION ITEM: Lisa will ask Rita to provide list of donors for amounts over \$500, by township.*
 - C. Brandywine Community Pass has been added to the collection. It applies to the Brandywine Museum of Art, and the Laurels and Waterloo Mills Preserves.
 - D. Ringler Reading Room glass wall – displays are in process and will continue (see report).
 - E. The new employee with Youth Services is trained.
 - F. The second week of AI Code Academy is going well. The first week had a few technical glitches but smooth and seamless in week two.
 - G. Story times in the park start next month weather depending.
- Motion to approve the Director's Report by Jack, seconded by Pat, the motion carried.

VI. Treasurer's Report - Cordelia Rosazza, Treasurer, see attached report.

- A. Year to date we have received more money than budgeted from the county, and one township has paid already as noted last month. The stock market has gone down again. Cordelia revisited the negative balance in the Wurm account; Lisa indicated something was coded incorrectly (GL number needs to be corrected). Lisa also noted current staffing shortage in county accounting department.
- B. Travel and marketing (ALA) were high, which is to be expected due to director search.
- C. A motion to approve made by Jack, seconded by Barb, the motion carried.

VII. Old Business

- A. Painting proposal – Shelly reported that Walt has drafted a scope of service and reviewed with Lisa; once that scope of service is finalized, it will allow us to solicit additional bids for the painting project (internal and children’s room). David inquired about impact to library service; Lisa and Jack noted the company who has already provided a quote was willing to paint on Sunday when the library was closed, and prep work done in advance shouldn’t affect patrons during library hours and no library closure would be required. Sue noted this should be a requirement for any companies quoting business.

VIII. New Business

- A. Director conference expense – David has requested to attend ALA conference in Chicago. Sue noted the pricing was reasonable and recommended approval. Motion to approve made by Barb, seconded by Jack, the motion carried.
- B. SAC representative(s) – Sue attended the SAC meeting last week. All libraries are now required to have a specific representative and backup, approved by the Board. Motion for Sue as representative, Pat as backup, and Lisa as backup/alternate, made by Jack, seconded by Shelly, the motion carried.
- C. Trustee Education – Board Basics – Pat shared Chester County Library System Trustee Learning and Development website. All trustees have access through the username and password that Pat will share. A refresher regarding qualities of a good trustees was provided. Next month Pat will share the Chester County membership agreement.

IX. Committee Reports

- A. No committee reports.
- B. Policy committee – *ACTION ITEM – Sue requested that Barb set up a meeting the week of May 15th.*
- C. Executive committee – *ACTION ITEM - names need to be changed.*
- D. Strategic planning committee – *ACTION ITEM - Pat to identify date in May to restart committee now that David will be on board (late in month).*

X. Other items for discussion

- A. Sue learned about the Kanopy Plus app (allows movie downloads); Creative Bug app at the SAC meeting. *ACTION ITEM – Lisa to coordinate someone (AGL staff or from SAC) to do short demo for board in upcoming meeting. Sue to send Lisa SAC contacts.*
- B. Shelly shared that the Libby demo at her township meeting was very well-received.
- C. Shelly indicated that we would resuscitate the mortgage burning party now that David is joining.
- D. Allison mentioned London Britain Township has been performing focused interviews regarding the renovation of the Township building, and that possibly it could be a location for off-site library programs due to LBT’s relative distance from the Avon Grove Library. *ACTION ITEM – Allison to connect David with LBT contact.*

XI. Adjournment

- A. Motion to adjourn at 7:57 pm made by Jack, seconded by Pat, the motion carried.