

Avon Grove Library Board of Trustees Meeting Minutes

Wednesday, January 25, 2023

7:00 pm via Zoom

Submitted by Allison Thomas

I. Welcome: 7:01 pm

- A. In attendance: Sue Geiger, Allison Thomas, Jack Waber, Walter Borys, Cordelia Rosazza, Barbara Hart, Lisa Sweet, Suzanne Regnier, Joseph Sherwood (guest)

II. Adoption of Agenda

- A. Lisa added one item to new business.
- B. Motion to adopt the agenda made by Jack, seconded by Suzanne, the motion carried.

III. Guests: Joseph Sherwood

- A. The State is planning to send money on 2/1/2023.
- B. Added Creative Bug, a database for crafters; the back end is run by Joann Fabric.
- C. Will be running a customer service survey through February. Will send Lisa instructions step-by-step what to do.
- D. The funding formula review committee had one meeting in December. Will send Sue a link. The committee will be reviewing the current formula and looking at needed changes.
- E. Joe will be attending a national conference for continuing education.
- F. Discussion regarding stories in the news about challenges and threats against libraries.

IV. Friends of the Library Report

- A. No report.

V. Minutes of 12/14/2022

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

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

- A. The library continued all in-person programming the week between Christmas and New Year holidays to give students who were out of school something to do. Lisa recommends this continue in the future.
- B. Winter appeal is going well; just over \$14,500 has been collected so far.
- C. Holiday stockings from drive were delivered on 12/16/2022.
- D. Ordered puzzles (book themed) for new offering in the collection. Took longer to catalogue but they are going out. Started with three; will add more if circulation goes up.
- E. Two new part-time hires are working the circulation desk. Three evening shifts still need to be filled due to two staff resignations, as well as a part-time member of the youth services department. Some youth services story times are on hiatus until the youth services position is filled.
- F. Storytime with the Principal of the Charter School Early Learning Center is on Saturday, 1/28.
- G. Penn Township sent 2023 payment early this year.

H. Circulation was up in 2022.

Motion to approve the Director's Report by Cordelia, seconded by Jack, the motion carried.

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

- A. Balances in our accounts are staying up to cover our bills.
- B. Haverford was down about \$26,000 for the year. We did not take our draw last because it wasn't needed, which helped maintain the fund.
- C. Income statement – the local governments ended up giving us more, so we were a little over on our funding from the boroughs vs. budget. We did spend our required percentage on library materials.
- D. A motion to approve made by Jack, seconded by Barb, the motion carried.

VIII. Old Business

- A. HVAC Update – We prepaid the cost of materials and labor for the five new dampers for the HVAC system. We are on the schedule for them to start the installation on January 31st. They will need to shut down ductwork, but expect that the project will only take one day. The new dampers will be of commercial grade, whereas the previous dampers were not.
- B. Director Search Update – We posted the position on ALA the beginning of January. The second interview for one candidate is on 2/10. We have received 3 more applicants; we have Zoom interviews with them within the next 2 weeks. Downingtown and Tredyffrin are also interviewing to fill their director positions. Sue requested board members check email twice daily to respond quickly for interview coordination purposes.

IX. New Business

- A. Director candidate travel reimbursement – Sue recommends we establish a policy to reimburse director candidates for travel to second interviews (all first interviews are via Zoom). Discussion regarding the appropriate policy to do so. A motion to offer travel reimbursement of up to \$650 to director candidates for travel to second interviews at the discretion of the board president, upon request by the candidate, was made by Jack, seconded by Cordelia, the motion carried.
- B. Wage re-structure (Ad Hoc Committee) – A committee is needed to compare staff wages to other libraries of our size; then to evaluate whether we can fit it into our budget. Jack will chair the committee, Sue and Cordelia will be on the committee.
- C. Trustee education – Sue will ask Pat to see if she could add education to the board meeting each month to help us stay current.
- D. Name tags – Feedback from library customers that staff should wear name tags. Barb will investigate and return with a proposal for lanyard name tags for AGL staff.

X. Committee Reports

- A. No committee reports.

XI. Other items for discussion

- A. Update on sales tax issue; we should be set to start doing sales tax this month.
- B. Amazon Smile is discontinuing; it was only about \$40 last year.
- C. Jack is awaiting an estimate for paint; Lisa is not getting a response.

XII. Adjournment

- A. Motion to adjourn at 8:26 pm made by Cordelia, seconded by Jack, the motion carried.