Avon Grove Library Board of Trustees Meeting  
Community Room  
Wednesday, August 24, 2016  

Minutes submitted by Pat McKeon, Board Secretary  

I. Welcome: 7:00  
   A. Attendance: Sue Geiger, Judy Porta, Mark Ungemach, Eric Crist, Pat McKeon, Walter Borys, Patrick Harrison, Lori Schwabenbauer  

II. Adoption of Agenda - Sue requested that we add the following items to New Business:  
   Salary Adjustments and Air Conditioning. Motion to adopt with the recommended changes made by Eric, seconded by Pat, motion carried  

III. Guests: none  

IV. Approval of Minutes: Motion to approve the June minutes, with one spelling correction, made by Patrick, seconded by Judy, motion carried. (There are no July minutes due to the cancelation of that meeting.)  
   A. Walter asked for clarification on the Haverford Fund and the fees  
   B. Correction of the spelling of Sherrill Franklin’s name  

V. Director’s Report submitted by Lori (see attached)  
   A. Legislative breakfast will be held on Friday, Sept 23  
   B. She shared CCLS booklet which provides an overview of the system and each library  
   C. The Collection Agency currently being used is no longer allowed to submit information to credit-report for the small amounts of fines being generated. This is not a big issue, but we should be aware that fines from the library cannot be used to negatively impact a patron’s credit report  
   D. Lori is heading the Funding Formula Committee for County Library System. She said that CCLS will be evaluating the service areas and their funding sources. She doesn’t anticipate changes in our service area  
   E. Statistics - June numbers were up, July numbers were down. This was an issue across the system. Several different causes were being considered - number of weekend days, weather, etc)  
   F. Joe Sherwood will attend our Dec 14th meeting (rescheduled from July’s cancelled meeting)  
   G. Motion to accept the Director’s Report made by Judy, seconded by Sue, motion carried  

VI. Webinar - Landon Browning of Zane Benefits  
   A. Landon Browning demonstrated how the benefits system would be managed and administered - our employee purchases their insurance, creates their account with this company. Our administrator will access our account and determine the reimbursements for insurance to be paid to the employee without being directly involved with their insurance
B. Shared a sample of the Legal Plan Document that will guide each individual account. He will email a sample Plan Document to Judy, the actual document will be specific to the employee once an account is created.

C. Once the employee purchases their insurance, we are not able to access the information due to HIPAA - this company will manage that and let us know that the employee is eligible for reimbursement.

D. The employee logs in once a year to this company. The employee is reimbursed through payroll - non-taxable line item. Someone on our end has to manage the monthly payroll information - download a spreadsheet to send to our payroll company (CCLS)

E. Sometimes companies will give a taxable stipend to the employee for the first insurance payment

F. This company will follow up if the employees doesn’t continue to pay/purchase health care insurance and the employee will not be listed on our page of the program to be reimbursed.

G. Lori asked questions about the expected increases in premiums and the insurance companies leaving the Affordable Care programs. Landon explained what he knew about the increases, which vary, and the companies that are leaving - mostly in the south and are being replaced by other companies.

H. Open enrollment will be in November. We may want to do a special enrollment since our current plan renews in March, although Landon suggested that we should be able to drop our plan at any time.

I. Discussion:
   1. Sue’s concern - Will the county let us do this. We must investigate this with Agatha and Joe Sherwood.
   2. There are administrative aspects that need to be understood.
   3. How would dropping our current insurance be handled since there is a difference in start times. (Jan vs Mar)
   4. Stipend issues and questions were raised about the first payment
   5. Judy suggested that the ad-hoc committee meet and discuss with Joe Sherwood and she will set up the meeting
   6. Lori will talk to Lisa Ionata (payroll at CCLS)

VII. Treasurer’s Report - submitted by Judy (see attached)

A. Revenue - some missing items due to the time that the report was submitted to CCLS and when several payments came in, short $2,314.00 for the month

B. Expenses are on target at 58%

C. Balance sheet - down slightly, but will balance when the municipal payments come in and the current revenue is reflected

D. Haverford Funds - doing well, both funds are increasing

E. Verizon has $208.27

F. Liability/Loan payment (continuing the discussion start at the June, 2016 meeting)
   1. Judy raised the suggestion of paying the off $212,722.36 loan. She is concerned about the amount of interest we are paying over time.
2. In answering a question from the June meeting, Sue indicated that the Borough took on the loan for the building because they were able to get a better rate than the library was. The interest in our payment goes to the entity that holds the loan, not the Borough.

3. Several members suggested that keeping the money in our TDBank savings account may be more important in case other revenue streams are reduced, or fundraising projections aren't met.

4. Mark will follow up with Sherrill Franklin regarding the original arrangements.

5. Discussion on the topic will be continued.

G. Motion to accept the Treasurer’s Report made by Sue, seconded by Mark, motion carried

VIII. Old Business

A. Lori is developing a SurveyMonkey survey to get feedback from the staff and the board on the Library Branding work

IX. New Business

A. By-Laws Revision

1. The following line was removed from the by-laws in section 5.3

   At the writing of these by-laws, the existence of an additional representative in London Grove will be grandfathered until one of these leaves the board.

2. A motion to accept the revision to the by-laws made by Sue, seconded by Judy, motion carried

B. Salary Adjustments

1. Employee Payroll Schedule Placement Issue

   a) Several of the staff’s payrolls are out of whack and this must resolved. They are being paid according to the wrong line on the schedule. Movement to the correct line, as well as retroactive payment of the missing back pay must be made.

   b) Lori will fix this salary issue. Mark and Sue will work with Lori to make the changes to the salary schedule and handle this with the employees

2. Salary Schedules

   a) Sue made a motion to simplify the current pay scale to combine the Circulation, Processing, and the Children’s departments into a single scale. Mark seconded the motion and the motion carried.

C. Air Conditioning System

1. One day last week there was no air conditioning. Oxford Plumbing and Heating serviced it and indicated that the air conditioning system is poor condition.

2. It was later determined that we do have a contract with Cook’s to service the equipment.

3. On Saturday the air conditioning wouldn’t work again and Cook’s was called. We are still waiting to find out what Cook’s did and what part is that we are waiting for. Sue and Lori are not satisfied with their response to questions

4. Our lease indicates that the borough is responsible for replacing the equipment and we are responsible for the maintenance.
5. Sue will get estimates from Oxford Plumbing and Heating and from Cook’s for replacing the system (Lori will get estimates from two other companies) and then the Board will submit them to the borough.

X. Committee Reports
   A. none

XI. Fundraising
   A. none

XII. Open Discussion
   A. none

XIII. Adjournment: Motion to adjourn made by Patrick, and seconded by Mark, motion carried at 9:00