I. Welcome: 7:04

A. In attendance: Cordelia Rosazza, Judy Porta, Barbara Hart, Suzanne Regnier, Sue Geiger, Shelly McCoy, Walter Borys, Pat McKeon, Lori Schwabenbauer.

II. Adoption of Agenda

A. Sue requested that we move the budget discussion to the end of the agenda.

B. Motion to accept, with the change, made by Suzanne, seconded by Shelly, motion carried

III. Guests - Lisa Zwada

IV. Approval of Minutes from 10/24/18

A. Motion to approve the minutes made by Cordelia, seconded by Suzanne, motion carried

V. Friends of the Library report - Joyce Ford

A. Election Day bake sales earned over $700. It was a great outreach, as well as a fundraiser

B. They would like a board member to pull the raffle ticket winner for the doll, Lego set and teddy bear basket tonight

C. The Friends have contributed an additional $1000 to the library for the summer movies and will give $250 to sponsor a week of bestsellers in January

D. In December they will hold a membership drive

VI. Director’s Report - Lori Schwabenbauer, see attached

A. Lori told the Board about Barbara Palladino, from London Britain. She has fundraising experience and will be working with the Friends. She will come to our Board meeting in January

B. Flipcause is a fundraising service (see handout). Lori is currently doing a trial with them. She wants to do more digital fundraising and improve the website. Lori feels the use of this service will generate money, help to improve the website and create a donor database at a cost of $150 per month. Suzanne wondered what percentage of the donations would they take. Lori indicated there was no charge greater than 1.5% of the average contributions
C. Statistics were up in October in computer/wifi usage, door count, and Overdrive resources. They are down in use of print and AV materials.

D. Motion to accept the Director’s Report made by Shelly, seconded by Pat, motion carried

VII. Treasurer’s Report - Judy Porta, see attached

A. Our October numbers are at a total of 78% of budget
   1. The Board discussed the difference between capital reserve and revenue
   2. Judy reported that we will meet our budget for this year with the use of the $31,665 reserve from last year
   3. Sue is concerned about having enough to cover December expenses. Lori said we would come out even
   4. Judy says the state payment will come on January 1, 2019
   5. Donations are down overall this year

B. Our current liability is $72,722.36

C. The endowment fund took a hit due to stock market issues in October

D. There is $640 remaining in the Wurm Family Fund. This can carry over and be used in 2019. The fund is set up so that about $3100 should be available each year for children’s programming

E. Motion to accept the Treasurer’s Report made by Pat, seconded by Suzanne, motion carried

VIII. Old Business

A. Avon Grove Library Endowment Fund – change to Policy Handbook
   1. The Board reviewed the proposed policy for the annual drawdown from the Avon Grove Library Endowment Fund. (see attached)
   2. Motion to accept the Annual Avon Grove Library Endowment Fund Drawdown Policy made by Pat, seconded by Cordelia, motion carried
B. Approval of Avon Grove Library Fee Schedule

1. CCLS is clarifying the fees being charged and is asking each library to review and approve their fee schedule (see attached). This schedule doesn’t reflect any changes to our fees

2. Motion to accept the fee schedule made by Judy, seconded by Suzanne, motion carried

C. Circulation Manager – expansion of position to full-time

1. Lori explained that the Circulation Manager has been working almost full-time. This change would allow for more consistency. It would bring us to 4 full-time employees

2. There was a discussion of medical benefits. It was suggested that we make sure that a form to decline the benefits is signed

3. This will be a salaried position - an exempt position. This makes both full-time managers the same

4. Motion to approve increasing the Circulation Manager to a full-time, exempt position made by Judy, seconded by Pat, motion carried

IX. New Business

A. Election of Officers

1. Slate:
   
   a) President–Sue Geiger
   
   b) Vice-President–Suzanne Regnier
   
   c) Treasurer–Judy Porta
   
   d) Secretary–Pat McKeon

2. Motion to accept the slate of officers for 2019 - 2020 made by Cordelia, seconded by Barbara, motion carried

B. Approval of 2019 calendars for library closings and board meetings - see attached
X. Committee reports


1. Lori is planning to roll out new branding pieces in January

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

1. Judy shared the Nature Conservancy has a Keystone Fund that donates to libraries, Suzanne will investigate

2. Spring bulbs - Lori will initiate in the spring

C. Personnel Committee (S. Geiger) – on hiatus

1. none

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

1. none

E. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer)

1. Lori has been working on the policy handbook

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

1. Lori is creating the annual plan and will share it with the committee. She will present the annual plan to the Board in January

G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer)

1. Sue reached out to West Grove Borough and Penn Township for suggestion and recommendations to fill the openings in those municipalities

2. Lori suggested that local organizations may be good resources for recommendations, too

3. Pat will work to update the guidelines and responsibilities for Board Members
H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer)
   1. Budget preparation - to be discussed later

I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet)
   1. none

XI. Drawing for raffles
   A. The board drew the tickets to award the prizes for the Friends of Avon Grove Library

XII. 2019 Budget- see handout
   A. Judy explained the color-coding on the documents, which include new items, changes from the previous budget, etc.
   B. The board went over anticipated revenue and predicted expenses for 2019
   C. Discussion was held on how to pay the anticipated shortfall
      1. Pay something on the debt - $10,000, but not the $35,000 recommended in this proposal
      2. Maintain a 5% withdraw from Avon Grove Library Endowment Fund (approximately $35,000)
      3. It was strongly stated that increased fundraising is necessary. Suzanne proposed that a fundraising structure should be developed. Sue suggested that each board member should develop and take responsibly for some sort of fundraising initiative
      4. Several adjustments were made in the expenses on the proposed budget
      5. Discussion of how to encourage donations
      6. Judy will update the budget, and the board will reconvene on Dec 13 at 5:30 to vote on the final budget

XIII. Adjournment
   A. Motion to adjourn at 9:05 made by Cordelia, seconded by Pat, motion carried