Avon Grove Library Board of Trustees Meeting  
Wednesday, October 24, 2018  
7:00 pm – Community Meeting Room  
Minutes, Submitted by Pat McKeon

I. Welcome - 7:00 pm  
A. In attendance: Sue Geiger, Shelly McCoy, Pat McKeon, Cordelia Rosazza, Judy Porta, Barbara Hart, Suzanne Regnier, and Joyce Ford  

II. Adoption of Agenda: motion to accept the agenda, with two additions, made by Shelly, seconded by Suzanne, motion carried  

III. Guests - Joyce Ford, Friends of the Avon Grove Library  

IV. Minutes from 7/25/18, 8/22/18, 9/26/18: motion to approve all the minutes made by Judy, seconded by Cordelia, motion carried  

V. Friends of the Library report - presented by Joyce Ford  
A. The shoe collection will continue through November  
B. Election Day Bake Sale  
   1. Need baked goods and volunteers  
   2. Baked goods can be dropped off day before at the Library and Penn Township building  
C. Raffles for American Girl, Lego Set, Pet Friends Basket will run through November  
D. They will run a Membership drive in December. Membership will run from January through December  

VI. Director’s Report - Lori Schwabenbauer was absent (see attached)  
A. Pat had a question about programming - wondering about the discrepancy in numbers attending children’s programs (age 11) compared to 2016 (she will follow up with Lori next week)  
B. Motion to approve the Director’s Report made by Pat, seconded by Barbara, motion carried  

VII. Treasurer’s Report - presented by Judy Porta  
A. We continue to be on target between the budget, actual revenue and spending  
B. General donations are down significantly, but the fund drive has been successful  
C. Judy expressed concern that she didn’t know about the hotspots (an expenditure made this month). There was discussion about how this item would work. Sue suggested we should get more information about it from Lori  
D. Judy noted several expenditures that are higher than anticipated (postage, signage, office supplies, etc)  
E. With the annual distribution from Haverford and several budgeted items that aren’t being spent, we will make our budget for this year.  
F. Motion to accept the Treasurer’s Report made by Cordelia, seconded by Pat, motion carried
VIII. Old Business
A. Avon Grove Library Endowment Fund Distribution Policy
   1. The handout detailing the proposed formula and 5% annual distribution of funds was discussed (see attached)
   2. Lydia suggested that the actual distribution be done at the same time each year. We decided that it would be September 1 annually.
   3. Once approved this needs to be put into the policy handbook. Suzanne will draft language for the policy handbook to be voted on in November.
   4. Judy moved to approve the Avon Grove Library Endowment Fund Distribution Policy, seconded by Cordelia, motion carried
B. Avon Grove Library Fines and Fees schedule - see handout
   1. We discussed the fees and fines proposed
   2. Shelly questioned why book fines are not included in the schedule
   3. The Board had a number of other questions. Judy moved to table the approval of the schedule until the questions were answered, Pat seconded, motion carried

IX. New Business
A. Sue informed the board of the State’s privacy laws that we now need to interpret according to the advice of CCLS legal counsel. One of the changes restricts minors’ library materials being picked up by another person. That person must have the minor borrower’s library card to pick up the materials.
B. Proposed Board Meeting Change
   1. Sue proposed that the Board go back to having monthly business meetings, rather than alternating between committee meetings and business meetings
   2. Judy made a motion to return to monthly business meetings in January, Barbara seconded. Discussion followed
   3. Discussed numerous ways that committees could meet to do their work. We agreed to keep the business meeting start time at 7:00 pm, and committee meetings could follow as needed or be held on a different night
   4. Motion carried
C. Resolution to congratulate Sarah Beyer on attaining MLS degree (see attached)
   1. Motion to approve the resolution made by Cordelia, seconded by Judy, motion carried
D. Trustee attendance
   1. Sue shared the handout with the policy and the current attendance sheet
   2. Sue also announced that Eric Crist has resigned from the Board due to scheduling/work related conflicts. The Board members expressed that he will be missed on the Board. A motion to accept Eric's resignation was reluctantly made by Judy, seconded by Suzanne, the motion carried
   3. As the attendance issues were discussed, Pat suggested that there are now three openings on the Board and we should put our efforts into finding people to fill those openings
4. The Board discussed the attendance issues of one board member and decided to be lenient with regard to our policy. The board member has expressed a desire to remain on the board and to follow the policy in the future. The expectation of the Board is that the policy will be upheld going forward and if attendance issues continue in 2019, the board member will be asked to step down.

E. Election of Officers 2019 - 2020
   1. The current officers are willing to continue in their positions,
      a) President - Sue Geiger
      b) Vice President - Suzanne Regnier
      c) Secretary - Pat McKeon
      d) Treasurer - Judy Porta
   2. These officers intend to groom others to take office in the next two years

F. Approval of 2019 - 2023 Avon Grove Library Strategic Plan
   1. The Board recognized the work done by the committee and Pat thanked the members of the committee, including the two non-board members (Barb Murphy and Alex Mustico)
   2. Motion to approve the Avon Grove Library Strategic Plan made by Shelly, seconded by Judy, motion carried

G. 2019 Budget planning (see attached budget proposal)
   1. Judy and Cordelia shared the predicted budget (see attached)
   2. Sue shared several additional items that Lori would like added (website and branding), as well as making the circulation manager position full-time. Sue said the committee should meet with Lori regarding her requests and to finalize the budget
   3. Given our anticipated revenue for 2019, Judy expressed concern that we will be $41,000 short if we spend at the same rates as 2018.
   4. The Board held a discussion about fundraising. Sue will ask Lori to reach out to United Way to see if we can get a bigger portion of the allotment, Sue said we’ve got to find ways to raise funds that isn’t labor intensive, but continue to move us forward
   5. The Board discussed the anticipated impact of Lori’s fundraising campaign (sent in an email to the Board on October 10, 2018). The Board is very much in favor of her proposal. They felt that accepting corporate donations for 2019 would help with the upcoming budget issues

X. Committee reports
   B. Fundraising and Grants Committee (J. Porta, W. Borys, J. Ford, S. McCoy, S. Regnier, R. Thompson)
      1. no report
   C. Personnel Committee (S. Geiger) – on hiatus
D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta)
   1. Sue noted that the Executive committee has been meeting regularly to keep on top of issues and will plan to continue to meet once a month, in addition to the regular board meetings
E. Ad Hoc Board Policy Committee (E. Crist, S. Geiger, S. Regnier, L. Schwabenbauer)
   1. no report
F. Strategic Planning Committee (P. McKeon, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer)
   1. Pat shared that Lori will develop an annual plan based upon the strategic plan and the committee will meet again to review that plan, which will be presented to the board for approval
   2. They will continue to have periodic meetings to monitor the annual plan, as well as progress with the Strategic Plan
G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer)
   1. no report
H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer)
   1. see budget items above
I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet)
   1. no report
XI. Adjournment at 8:50
   A. Motion to adjourn made by Judy, seconded by Cordelia, motion carried