Avon Grove Library Board of Trustees
September Board Meeting
Community Room
September 28, 2016

Minutes: Submitted by Pat McKeon

I. Welcome: Meeting called to order at 7:03
   A. In attendance: Sue Geiger, Suzanne Regnier, Mark Ungemach, Pat McKeon, Patrick
      Harrison, Eric Crist, Wanda Prosser, Walter Borys, Lori Schwabenbauer

II. Adoption of the Agenda: Motion to adopt made by Suzanne, seconded by Sue, motion
    carried

III. Approval of the August Minutes: Motion to approve made by Sue, seconded by Eric

IV. Directors Report: Presented by Lori Schwabenbauer, Library Director (see attached)
   A. Update on Sen Dinniman’s presentation which will honor Joseph Pyle and Dick Hutton at
      the library on Oct. 4 at 7:00PM
      1. Suzanne suggested that we find out who from the Hutton Family is coming so that
         we can thank them personally
      2. Mark suggested the idea of having a Rose Festival in the future - Lori will pass on
         the idea to Sen. Dinniman
   B. Lori shared information about our partnership with La Comunidad, providing library
      outreach to their ELS classes.
   C. Lori also met Dr. Kalia Reynolds from the Avon Grove School District in June and will
      begin working on collaboration opportunities between the Library and the School District
   D. The new bookdrop had a successful ribbon cutting and official opening on Sept. 7
   E. Statistics are continuing to maintain their numbers
   F. Lori will attend the PaLA Annual Conference on 10/17. Verizon funds will be used to pay
      for this
   G. Walter noted that computer usage has gone down. Lori described some reductions and
      outreach to be done as a result. She is recommending a reduction to 8 computers. This
      will save money in leasing costs
   H. Motion to accept the Director’s Report made by Pat, seconded by Sue, motion carried

V. Treasurer’s Report - Judy is absent, Lori shared her report (see attached)
   A. The budget will be overspent in wages by the end of the year, as well as Health
      Insurance and Retirement - Lori expressed her concern about this
   B. Fund Drive is gaining money, but will not reach its goal
   C. Discussion followed about how to make up the shortfall:
      1. Not using the $35,000 toward the lease. Mark commented that we pay interest on
         this, so we may not want to do this
      2. Use the TDBank savings account funds. Wanda asked if there was a minimum that
         had to stay in the account
      3. Vote to transfer funds from Haverford
      4. We have to plan for next year. We can’t continue to draw on these accounts. We
         can’t bank on what the state, county and townships/boroughs will give and need to
         keep up our accounts.
D. Motion to accept the Treasurer’s Report made by Patrick, seconded by Walter, motion carried

VI. Old Business
A. Reminder to those who need to complete the PA Statement of Financial Interests to do so ASAP
B. Staff Pay Scale and Salaries
   1. Lori shared her investigation regarding discrepancies in staff salaries and the former pay scale.
   2. Lori presented the proposed new pay scale
      a) We are comparable to other libraries of similar size with what we are offering our staff
      b) Lori recommends that we implement something like (see the attached table and chart) this for next year
      c) Sue moves to accept the proposal, Mark seconded, discussion followed:
         (1) What will be the impact on the budget next year
         (2) Lori shared a spreadsheet with projected costs
         (3) 197,000 current budget, 203,000 actual; approx $22,000 more for next year
         (4) Lori will provide more specific numbers as to what the real costs will be -
             accounting for increases that would be incurred next year if these changes
             were made
         (5) Questions were asked about cutting hours or not filling open positions as a
             way to make up some of the difference. Lori will investigate this and will
             provide more information to the board next month. Impact on services are a
             concern.
         (6) The board agreed to table the motion and look at this again next month so
             that we can better plan for next year’s budget.
         (7) Walter asked how the pay scale would be shared with staff and the public.
             Lori would like to share only each individual’s pay change (if any) with that
             employee, not the entire pay scale with the staff
   3. Staff Health Care
      a) Judy reported that we should be able to deal directly with BC/BS
      b) Lori shared the email sent by Joe Sherwood regarding Zane Benefits
      c) The current health insurance goes until the end of February, so we have time to
         deal with this issue

VII. New Business/Open Discussion
   a) A Slate of Officers must be established for the Nov/Dec meeting (to be held Dec
      14). Board members interested in running for an officer position should let Mark
      know by the October meeting
   b) Suzanne asked to change from Ad Hoc Committee for Health Insurance to the
      Finance Committee. That committee includes Judy, Patrick, and now Suzanne

VIII. Adjournment: Motion to adjourn was made at 7:50 by Sue, seconded by Wanda, motion carried