AVON GROVE LIBRARY BOARD OF TRUSTEES MEETING
177 Rose Hill Avenue, West Grove, PA 19390
Minutes
February 25, 2015

I. Welcome at 7:05 In attendance: Patrick Harrison, Wanda Prosser, Pat McKeon, Mark Ungemach, Eric Crist, Judy Porta, Suzanne Regnier, and Sue Geiger

II. Adoption of Agenda: Motion to adopt made by Wanda, seconded by Eric, motion carried

III. Guests: None

IV. Approval of Minutes: Motion to approve made by Judy, seconded by Sue, motion carried

V. Director’s Report: Given by Sue Geiger, see attached report

   A. Sue created a Circulation Comparison report that compares our library with others in the county

   B. Annual comparison of our statistics, most categories have increased or are the same

   C. Suzanne wondered how many days the library was closed last year so that we can be sure that we are comparing like numbers from last year to this year. Sue will find out.

   D. Judy wondered what the color coding meant on the circulation form. Sue said that she would ask Agatha.

   E. Motion to accept given by Judy, seconded by Suzanne, motion carried

VI. Treasurer’s Report: Presented by Judy Porta, see attached report

   A. Revenue is coming in

   B. Electric bill was high this month

   C. Judy has updated the balance sheet with new furniture and other assets that have changed

   D. There was some sort of sale of stocks within the Haverford Fund that Judy is going to investigate. We are down $40,000 this month.

   E. Motion to accept made by Sue, seconded by Suzanne, motion carried

VII. Old Business

   A. Director Search: recommendation of a candidate from the committee

      1. Mark gave an overview of the process that the committee followed
2. Sue gave out the information about the candidate that the committee is recommending to the board: Lori Schwabenbauer

3. Members of the committee shared their thoughts about her qualifications and their impressions

4. Mark made a motion to offer the position of Avon Grove Library Director to Lori Schwabenbauer, contingent upon her background check. Motion to accept made by Judy, seconded by Eric, motion carried

B. West Grove Borough Trustee candidate update

1. Some question about our criteria for how many members we can have. We reviewed the by-laws

2. Discussion about who we need for to build the strengths of the board

3. Pat reminded that there is a Board Development Committee that we could form if we felt the need for that

C. Trustee contact information update

1. Sue will update the form the county requires. Pat will update the form for our records

D. Strategic plan review/revision

1. Agatha made suggestions to tweak our plan

2. Kim will make changes and we will vote on the revision at the March meeting

E. Fundraising

1. Once Upon a Time event update:
   a) $6500 net, may round up to $7000.
   b) Jacqui would like feedback as to how to disperse the funds.
   c) There was a discussion about how the unbid on items could be ‘sold’

2. Other fundraising strategies - Spring Fund Drive
   a) Mark suggested using the Summer Reading program as the ‘story’ for the fund and will work on a draft for the board to consider
   b) We will work on this at the March meeting

F. County workshop offering: “Who We Are, What We Do, Why It Matters: Why Chester County Needs Libraries More Than Ever”

1. March 30 and 31 at the Hanken Library
2. Pat and Mark will try to attend one of the sessions

G. Ad Hoc Policy Committee formation

1. First committee should be for revising the policy manual
2. Following that a committee can address the employee handbook
3. Volunteers for the Ad Hoc Policy Committee - Eric, Judy, Suzanne, and Mark

H. Sunshine meeting notices

1. Lisa has taken care of this
2. Sue will notify the borough

I. Dog Therapy program update

1. This program provides an opportunity for children to read to the dog in one on one sessions
2. Sue shared that Lisa investigated the logistics of the program (insurance, etc). The organization in question does have their own insurance
3. Sue will provide a contract that we will review and vote on next month

J. AARP tax prep for Seniors - Lisa has more information about this. Sue will find out more and share with the board

VIII. New Business

A. Insurance for full time employees. The Employee Handbook contains the following:

1. **BENEFITS**

   *The following provides a brief description of the benefits available to the Library’s regular full-time employees. Part-time employee benefits are noted where appropriate. Full details about benefits are available by contacting the Library Director.*

   **Group Medical Insurance:** After six months of employment, regular full-time employees are eligible for medical coverage. Exempt and Non-exempt employees are eligible for health plans offered by the group plans established by the Chester County Library. The premium amount for exempt employees will be paid in full by the Avon Grove Library. Non-exempt employees will pay 15% of the premium amount and the Avon Grove Library will pay 85% of the premium amount. Part-time employees are not eligible for this benefit. (rev. 2/2011)

   **Paid Disability:** Employees who have worked full or part time for two (2) or more years may make a request to the Library Board Personnel Committee for partial pay during extended medical leave. The Library Board reserves the right to determine any monetary compensation relevant to this issue on a case-by-case basis.
2. The county has selected Alternative B for Medical Plan to be offered. Our Director and Lisa are in the category of exempt and will not have to contribute to the plan according to our guidelines. Motion to approve made by Sue, seconded by Suzanne, motion carried

3. Our new director will have a 90 day probationary period, concern was expressed about the 6 month wait to for insurance. Discussion about the need to change the wait time for insurance. It was agreed that insurance should begin at the start of employment

IX. Committee Reports

A. Finance Committee - none

B. Executive Committee - none

C. Board Development Committee - none

X. Open Discussion

A. Desk in Director’s office: we are going to get rid of it. Terri Ahern may want it, or we can offer it to the Garage

B. Judy suggested getting rid of the second desk and getting a pair of matching desks for the office

XI. Adjournment: 8:15 Motion to adjourn made by Judy, seconded by Suzanne, motion carried

Executive Session was held following the adjournment of the regular meeting.