Avon Grove Library Board of Trustees Meeting
Avon Grove Library, PO Box 100, 117 Rosehill Avenue, West Grove, PA 19390
Wednesday, April 22, 2015

Minutes
Submitted by Pat McKeon

I. Welcome
   A. Meeting called to order at 7:03
   B. In attendance: Judy Porta, Eric Crist, Mark Ungemach, Pat McKeon, Patrick Harrison, Wanda Prosser, Suzanne Regnier, Kim Fields, Lori Schwabenbauer

II. Adoption of Agenda: motion to adopt made by Pat, seconded by Suzanne, motion carried

III. Guests: several children of trustees

IV. Approval of March 25, 2015 Minutes: motion to approve made by Judy, seconded by Eric, motion carried

V. Director’s Report given by Lori Schwabenbauer, AG Library Director (see attached)
   A. Lori shared the current statistics
   B. Updates:
      1. furniture has been ordered
      2. visit from 8th grade class from Assumption BVM
      3. Annual Report 2014
   C. Motion to accept the director’s Report made by Pat, seconded by Mark, motion carried

VI. Treasurer’s Report given by Judy Porta, Treasurer (see attached)
   A. Largest revenue source this month was from Fines and Fees
   B. Deficit of $15,000 for the month, still ahead of budget due to earlier payments from the County and Townships
   C. Haverford Fund and Sub account are both down for March, but will be increasing in April
   D. Judy suggested liquidating the Verizon Grant into the Operating Budget to be used for our staff training. Staff training is its original purpose.
   E. An anonymous donor is giving $1000 toward staff development that will be listed in the April report. A line item is needed for donations of this nature. Lori will look into what we need to do to update the line items in our budget.
   F. Motion to accept the Treasurer’s Report made by Patrick, seconded by Suzanne, motion carried
   G. Additional discussion was held about the need to have Children’s Programming as a separate line item. Lori with work this out with the county

VII. Old Business
   A. Board calendar - Pat reminded that meeting with the Townships and Boroughs should be held in May to share the annual report
   B. Spring Fund Drive - Within the next three weeks letters will go with the focus on Children’s programming. Suzanne suggested including a statement about remembering the library in their wills.
C. Discussed the development of Legacy Society for the purpose of estate planning.
   1. Include an annual event
   2. Create promotional materials
   3. Determine how endowments would be used
   4. Mark will talk to the Huttons to find out if we can use their name
   5. A committee will be formed to develop a plan

D. Formation of Strategic Planning Committee
   1. Members of the ad hoc committee will be: Mark, Pat, Kim, Lori
   2. This committee will meet quarterly

E. Recognition event for Kim Ringler
   1. Have the acknowledgement from Andrew Dinneman
   2. Mark will touch base with Kim
   3. Suzanne suggested establishing the Kim Ringler Fund for purchasing books

F. Trustee opening for West Grove borough - no action yet

VIII. New Business

A. Mileage reimbursement
   a. According to Lori, there are statements recommending the reimbursement for mileage
   b. Judy made a motion that the library will reimburse mileage according to federal reimbursement guidelines for professional development, Eric seconded, motion carried

B. Estate planning (see above - Legacy Society)

C. County Re-branding Workshop: “Who We Are, What We Do, Why It Matters”
   a. Mark reviewed the program that several us attended
   b. Branding meeting for those who attended will be held on Friday, April 24 at 4:00
   c. Lori shared part of the handout from the presentation (see attached)

D. PAWS For People program
   a. Lori handed out the ‘hold harmless’ agreement form. Motion to approve the Hold Harmless Agreement made by Suzanne, seconded by Judy, motion carried
   b. Lori may sign the agreement
   c. Paws for People will begin in June

E. Renovation proposal (see attached)
   a. Lori submitted a quote from Dom Martino for renovations and remodeling of the circulation area and the processing room to improve efficiency.
   b. Mark suggested getting an estimate from London Grove Cabinet Makers
   c. Judy indicated that the screens and bathrooms are the responsibility of the borough
   d. Judy said that we have money in the budget to cover these needs
   e. Mark made a motion to approve the expenditures, but requests that Lori gets another estimate for the shelving/cabinetry. The motion was seconded by Pat, motion carried
F. Staff Changes  
   a. Erin Miller left AGL to become Children’s Librarian in Oxford  
   b. Lori presented a memo requesting adjusting Laura Collins to a full time staff member  
      i. she is currently working almost full-time hours  
      ii. Lori’s memo included where the money would come from to pay for her increased hours  
      iii. The board will continue the discussion during an executive session  
G. Federal Form 990: Judy needs salary info for Kim and then will email the cover sheet to the board  

IX. Committee Reports: none  
   A. Finance Committee  
   B. Executive Committee (Mark, Sue, Judy and Pat)  
   C. Board Development Committee  
   D. Ad Hoc Board Policy Committee (Erik, Judy, Suzanne and Mark)  

X. Open Discussion: None  

XI. Adjournment: motion to adjourn made by Suzanne, seconded by Eric, motion carried at 8:30  

Executive Session was held  

The Avon Grove Library Board of Trustees reconvened the meeting: 8:45  

1. Mark made a motion to approve Laura Collins as a full-time, non-exempt employee, seconded by Suzanne. A discussion about over-time issues was held. We need to look at how this impacts our budget next year. The motion carried.  
2. A motion to adjourn was made by Pat, seconded by Mark, motion carried at 8:50