Avon Grove Library Board of Trustees Meeting
Avon Grove Library, PO Box 100, 117 Rosehill Avenue, West Grove, PA 19390
Wednesday, May 27, 2015

Minutes
Submitted by Pat McKeon

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

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

III. Guests: Joe Sherwood, CCLS Executive Director; Walter Borys

IV. Approval of Minutes of 4/22/15: motion to approve made by Judy, seconded by Patrick, motion carried

V. Remarks from CCLS Executive Director
   A. System membership agreement is being negotiated. Joe encouraged the board to weigh in on the equal access issues related to digital media and resources in the agreement so that our representative can reflect the opinion of the board when voting on this. The system agreement is looked at every two years.
   B. Sue suggested that we all reflect on this and come back with our thoughts and ideas

VI. Director’s Report: Lori Schwabenbauer, Library Director (see attached)
   A. Statistics:
      1. Lori made some format changes in the report and divided attendance into separate categories for door count and outreach programs. There are some holes in the comparisons between 2014 and 2015. Pat will provide Lori with reports from last year to fill in the gaps
      2. Lori shared the issues around accuracy in tracking reference questions
      3. Lori would like to increase the programs for adults. She reports that Laura’s teen programs are increasing
      4. Volunteers are steady, big events bring more volunteers
      5. Statistics show how Avon Grove’s Circulation compared to other system libraries
   B. Updates:
      1. Hiring - two new summer circulation desk employees, a posting will go up for Carol’s position, her last day is Friday
      2. Renovations - Lori received an alternative quote for the shelving. London Grove Cabinetry’s quote was significantly higher and would take longer. Lori would like to give the job to Dom. Mark encouraged her to be sure that the quality of his work meets expectations. Lori will discuss the time table with the managers to make sure that work doesn’t interfere with busy times.
      3. Summer plans: Lori shared the handouts for the children and teen programs for the summer
4. The CCLS Executive Director visited AGL to finish Lori’s orientation. She reports that he gave her some good insight into some of the updates that could be made
5. Branding and PR: Lori shared the logo that she created that incorporates our new language
6. Oxford/Kennett collaboration: Lori is going to begin to meet with the Directors of these libraries on a quarterly basis at our library
7. Township/borough council meetings: Lori shared the comparison between the municipalities’ contributions and will share with everyone so that we can use the information when we meet with our councils
8. Motion to accept made by Suzanne, seconded by Sue, motion carried

VII. Treasurer’s Report: Judy Porta, Treasurer (see attached)

A. Although revenue was down this month, we are on target for the budget
B. Haverford funds are up
C. Lori talked to the CCLS business and finance manager about how to spend the Verizon money. Lori will give the line item number for this to Judy and the library can spend the money
D. Judy added line items for Travel and Mileage, as well as Training and Workshops
E. Judy asked about the need for separate line-items for the different types programing (ie Childrens, Adult). Sue and Mark both stated the need for a specific budgets so that the departments know what they have to spend and can be held accountable
F. There is a question about the Donations line items (line 360000). Lori will check with Lisa Ionata about this and about the $1000 from the anonymous donor. Judy recommends adding a line-item for Miscellaneous Donations for gifts that come in from other sources
G. Mark reported the the Hutton family has given permission for the use of the Hutton name for our legacy society. Lori and Suzanne will meet to begin planning for the legacy society
H. Judy shared that we have not been reporting the Haverford funds on the 990 form. This year she did. Judy said that she wasn’t going to go back and re-do the previous forms. (perhaps 15 years) Several board members questioned this.
I. Haverford is getting about $7000 in fees for managing our accounts
J. Discussion of the Haverford Fund whether it is an endowment or an unrestricted donation (resulting from the 990 omission). Questions were raised as to whether this fund is an endowment or not
K. Joe Sherwood noted that we need to see how the information is being reported to Lori at CCLS. Joe also gave some clarification on the budgeting process regarding fine tuning the budget

VIII. Old Business

A. Background checks and Mandatory Reporters
   1. Discussion was held about whether the board of trustees should be included. They are to be included
   2. Lori wants to have the policy committee meet to discuss this, as well as how these procedures should be implemented
3. Joe shared the issues around these laws. A policy must be developed and training provided
4. Mark will initiate the policy committee meeting

B. Summer Fund Drive update
1. Lori sent out the letter and form, has had them printed and will be mailing them within a week or so
2. 2000 forms were printed. 500 have been sent to those who gave previously and Lori is looking at ways to increase the distribution list

C. New/reallocated budget lines (travel, children’s programming, background checks, staff training, individual donations)
1. Lori distributed a proposed list of line items, which were discussed
2. Mark suggested that Lori use these items for her own distribution of funds this year and then we can add the breakdowns/line-items in next year’s budget.
3. A discussion was held about deficit spending within the current budget
4. Paypal as an option for donations. Currently donors can only use cash or check. Lori reported the costs that would be involved
5. Sue made a motion to open a checking account for the purpose of creating a Paypal account for donations. Judy seconded, motion carried

D. Recognition event for Kim Ringler
1. Mark suggested that we come up with three dates to hold this and give them to Kim to select from

E. Trustee opening for West Grove borough: Mark will present something to the borough on Monday

IX. New Business
A. Trustee orientation process - Lori shared the trustee orientation process that CCLS has available to us
B. Estate planning and Legacy Society formation - Suzanne and Lori will work on this

X. Committee Reports
A. Finance Committee
B. Executive Committee (M. Ungemach, S. Geiger, J. Porta, P. McKeon)
C. Board Development Committee
D. Ad Hoc Board Policy Committee (E. Crist, J. Porta, S. Regnier, M. Ungemach)
E. Strategic Planning Committee (K. Fields, P. McKeon, L. Schwabenbauer, M. Ungemach)

XI. Open Discussion:
A. Sue shared that all of Lori’s background checks came back clear
B. Carol’s last day is tomorrow - retiring, Wanda has agreed to do an exit interview

XII. Adjournment: Motion to adjourn made by Patrick, seconded by Sue, motion carried at 9:25