Avon Grove Library Board of Trustees Meeting
Wednesday, July 22, 2015
7:00 pm – Public Meeting Room
Minutes: Submitted by Pat McKeon, Secretary

I. Welcome: 7:04
   A. In attendance: Sue Geiger, Eric Crist, Mark Ungemach, Pat McKeon, Judy Porta, Wanda Prosser, and Lori Schwabenbaur

II. Adoption of Agenda: several additions were added. Motion to adopt the agenda, with additions, made by Judy, seconded by Eric, motion carried

III. Guests: Eric Hildenbrand from the Haverford Fund

IV. Approval of Minutes from 6/24/15: Motion to approve made by Sue, seconded by Judy, motion carried

V. Haverford Fund Report: Presented by Eric Hildenbrand
   A. Eric Hildenbrand presented the annual report for our Haverford accounts
   B. Economic overview
      1. There is a lot of volatility, wide trading range, which is primarily related to international issues
      2. 2 - 2.5% GDP Growth
      3. Haverford continues to watch and monitor the market, anticipating the turn in the current bull market
   C. Avon Grove Library Endowment
      1. 10% growth in the last 12 months
      2. Reviewed the statistics for this fund (see the attached report)
      3. Highlighted the growth of the Top 10 Equity holdings, demonstrating strong results
   D. Avon Grove Library Sub-Account
      1. This account mirrors the primary account
      2. The Board is not sure what these funds will be used for, but may use it as seed money toward an endowment
   E. Discussion of the ‘ownership’ of the funds to answer questions asked by CCLS
      1. Avon Grove Library owns this account, we don’t file a separate 990 for this fund
      2. The tax ID number is the Avon Grove Library number
      3. The CCLS requests to receive a copy of our monthly statement from Haverford. Eric will send this directly to their business office. Lori will send contact information for the reports to be sent to
      4. Planned Giving, Charitable Trust Formation - Haverford can help manage this and can recommend someone to help with the creation of this. Eric will send materials that will help with this.
      5. Eric shared the Women’s Speaker Series that they offer and will share more information. Our patrons are able to attend. This is an annual series that Haverford offers
   6. Investment Policy Statement
      a) Eric shared a sample
      b) This creates guidelines for how the fund should be managed
      c) One recommendation is to start having conversations about diversifying the portfolio - perhaps moving some of our money to Fixed-Income, currently all of our funds are in Equity. This document would assist with making decisions like this
d) Eric offered to walk us through this process and will give us examples of what sample policies and portfolios might look like

e) Diversification is better in the long run, so this is something that we should consider

f) Eric Crist asked if there were deadlines for doing this - and there are not, but sooner rather than later is best

VI. Director’s Report: Presented by Lori Schwabenbauer, AG Library Director

A. Statistics

1. Door count is up from last year
2. Adult circulation figures have dropped some. Lori suspects it may be due to her slow start in ordering materials and in the process of getting back up to speed on ordering
3. Total Circulation is down slightly
4. Reference questions statistics are still an issue. Staff continues to be confused by this and have a hard time collecting the data. It gets reported as part of the State Report, so these are important statistics to keep track of. Judy asked if the CCLS has examples. Lori said they sent a chart that was used, she did some modifications to their chart. Lori plans to provide handouts and do some training prior to the CCLS target period next year
5. Avon Grove Library provides 4% of the county’s circulation totals

B. Updates

1. Fundraising - just beginning, have started getting donations, several have asked to have funds given in memory of. Lori wants to do something to recognize the donors, perhaps a brochure or a library newsletter or a page on the website
2. Hiring - up to full strength in the Children's Department. Lydia Reherman is a new staff member who home schools and will be able to reach out to that community
3. Renovations - progress has been made with shelving and cabinetry will be moved this Friday. Judy asked about the neon sign and whether it should have a cover on the back. Lori will look into this.
4. Phone system
   a) Vonage system: free phones, new phone in processing room, phones will route to cell phones when internet issues occur. Waiting for Verizon to send phone numbers to Vonage
   b) One landline is being maintained for fax and emergency
5. Branding and PR
   a) Senator Dinnamen invited librarians to Harrisburg to be interviewed for his program - Capitol Update. The interviews are online. See the link in Lori's email. She and the other librarians invited had the chance to share the importance of libraries
   b) Lori shared the Library's Information and Policies brochure that she created. Wanda did the Spanish translation of the document.
6. “Southern Axis” Library Directors Collaboration
   a) Lori met with Oxford and Kennett Library Directors to collaborate on possible joint projects such as an Adult Spelling Bee and ESL programming.
   b) They will meet quarterly
7. Mark suggested Lori contact Ann Schott as a contact related to the ESL project
8. Eric thanked Lori for the emails and communications
9. Sue moved to accept the Director’s Report, Eric seconded, the motion carried

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

A. Highlighted items
1. Children’s books have spent almost all the budget amount for that category. Judy wondered whether we need more money budgeted for that in the future
2. Fund drive expenses are high. Lori noted that specially sized envelopes were needed added to some of those costs
3. Judy asked for more information about copier expenses
4. Judy commented on high interest payments and will look into this
5. Computer expenses are over budget - Lori said that they purchased a laptop for the processing department
6. Judy questioned what the Due to CC Library line ($307.70) is. Sue suggested that maybe it is related to the ebooks that we must contribute to. Lori will ask about this.

B. Several Townships and the County payments are still due to us

C. Assets
1. United Fund Money gets deposited into petty cash. Judy will be transferring them to the Chester County account
2. Total assets: $313,379.87
3. Total Haverford: $738,869.72
4. Lori will check on the procedure for spending the Verizon Technology Training Grant money

D. Judy reported that she, Rebecca and Lori met to go over all accounts and created a chart of accounts. She said that this was very helpful

E. Motion to accept the Treasurer’s Report made by Sue, seconded by Pat, motion carried

VIII. Old Business

A. Background Checks and Mandatory Reporters
1. The law has been passed. The library volunteers and board members do not have to have the background checks. Lori will confirm with Joe Sherwood to make sure that CCLS isn’t requiring anything beyond the State requirements

B. Credit/Debt card for Library
1. No standards set by CCLS - each library handles this differently
2. Lori has created a business account with Amazon that has many perks, which may include a line of credit. She would like the board to approve this. Judy asked if there are fees involved with this. If the timing works, this would be a good solution to the debit card issue.

C. PayPal account money goes into the Citizens Bank account and money has started to go into this

D. Lori would still like to get a library credit card. Mark said choose the card that provides the best perks

IX. New Business

A. Volunteer Thank-you Lunch at 12:30 on 8/17. Lori invited the board members. Let her know if you’d like to attend.

B. CCLS revised draft Membership Agreement
1. Board members must review and provide feedback to Lori and Mark before August 10

C. Employee Handbook
1. Lori would like the policy committee to meet to discuss
2. Mark proposed meeting at 6:00 prior to the August meeting. He will send an email.

D. Lori’s vacation
1. Sue began to make a motion regarding when Lori’s vacation time will become available to her. The board discussed time frames and the need to revise the policies.
2. We will vote on this at the August meeting
E. Wiki - Mark asked Lori to create a new wiki. The old wiki will be archive
F. Ad Hoc Board Policy Committee (E. Crist, J. Porta, S. Regnier, M. Ungemach, S. Geiger) will meet prior to the next board meeting
X. Committee Reports - none
XI. Open Discussion
   A. Pop-up Library kits
      1. Judy shared examples and suggested that we put one in front each township building
      2. Perhaps an Eagle scout project could create the ‘libraries’
XII. Adjournment at 9:00: Motion to adjourn made by Judy, seconded by Sue, motion carried