

Avon Grove Library Board of Trustees Meeting
Minutes
Wednesday, March 22, 2017
Submitted by Pat McKeon, Secretary

- I. Welcome
 - A. The meeting was called to order at 7:04 PM
 - B. in attendance: Suzanne Regnier, Judy Porta, Eric Crist, Sue Geiger, Pat McKeon, Walter Borys, Patrick Harrison, Wanda Prosser, and Lori Schwabenbauer
- II. Announcement: Sue began the meeting by announcing that Mark Ungemach and Brian Gaerity have both resigned. Our Board will need a Vice President to fill Mark's position and two new members from Franklin Township since both Mark and Brian were from Franklin.
- III. Adoption of Agenda: Sue asked for two additions in New Business - Friends, Benefactor. Motion to adopt was made by Patrick, seconded by Judy, motion carried
- IV. No Guests
- V. Approval of Minutes - Motion to approve the January minutes was made by Eric, seconded by Suzanne, motion carried. Motion to approve the February minutes was made by Judy, seconded by Patrick, motion carried
- VI. Director's Report, given by Lori Schwabenbauer, Director, see attached
 - A. Denise has resigned and Sara Beyer will move from Circulation to Children's. They are currently interviewing for the Circulation position
 - B. New artist will be Paula Graham
 - C. Reminder about the three upcoming trainings sponsored by CCLS
 - D. Statistics - Lori is now reporting YA separately. There was a decline in overall circulation, but electronic media use is increasing
 - E. Lori reviewed the way the County is allocating credit for use of electronic titles for individual libraries. She explained how AG Library purchases these titles
 - F. Lisa Ionata at CCLS is leaving. Both Lori and Judy expressed how helpful she has been to us
 - G. Motion to accept February's Director's Report made by Judy, seconded by Wanda, motion carried. Motion to accept the March Director's Report made by Judy, seconded by Sue, motion carried
- VII. Treasurer's Report, given by Judy Porta, Treasurer, see attached
 - A. We are at the 16.7% point in the budget, our expenses are at 14%
 - B. Expenses exceeded revenue, but we got revenue early so we are good
 1. Several expenses are higher than expected - cleaning, Workman's Comp (Judy wants to know more about this charge - is it a semi-annual charge?)
 - C. Haverford funds have both increased
 - D. Questions were asked about the Current Month Assets - Judy will make the corrections and send corrected pages
 - E. Motion to accept the Treasurer's Report was made by Eric, seconded by Pat, motion carried
- VIII. Old Business
 - A. Proposal about the Meeting Schedule
 1. Judy made a motion to move to every other month as a regular board meeting to discuss general business. The alternate month we concentrate committee meetings unless there is something that needs the board's attention.

2. Discussion: Suzanne: If we are going to get others involved, we should be flexible about when we meet. Walter suggested we could try this for a few months to see if it fit. It was agreed that we could alter our agenda to facilitate focusing on committee work instead of the regular meeting agenda.
 3. Judy withdrew her motion
 4. Our next meeting will be committee work as the agenda
- B. Committee membership - Leadership was clarified for Lori
- C. Trustee development
1. Pat handed out the suggested questionnaire with questions to self evaluate our board. Pat will follow up to see if the members feel those items are appropriate
 2. Pat will create and send out a Survey Monkey Questionnaire to the Board Members
 3. Walter noted that giving an honest appraisal of our performance in our answers would be important so that we can show growth and target needs.
- IX. New Business
- A. Trustee Training Survey - Lori handed these out and would like to have them completed and returned to her by 4/15
- B. West Grove Borough request
1. Greg, the new borough manager submitted a request regarding splitting the cost (50/50) for carpeting and painting the Community Room
 2. Questions were raised as to what our obligations are. Sue said that she will find all the documentation for our lease. If we were to agree to this, we would like more than one quote.
 3. Judy questioned the need for carpeting now and noted that it is not in our budget.
 4. Patrick stated that he was not in favor of this expenditure
 5. Judy made a motion that we tell the borough that this expenditure not in our budget for this year and that we would consider it for next year. Patrick seconded the motion, the motion carried
- C. Friends - Walter and Sue reported:
1. They will meet with library staff tomorrow to have some conversations about promoting it
 2. Walter will get together with Jacqui and Teri to get the paperwork needed to transfer to new leadership
 3. Sue asked Walter to be the liaison from the Board to the Friends once this gets going
- D. Committee Reports
1. Branding - none
 2. Executive - none
 3. Grants
 - a) Suzanne found a handful of local foundations - narrowed to those available in PA and give to Pennsylvanians, especially that are in this area, She noted that very few libraries are getting grants in this area
 - (1) Suzanne suggested that we organize the documents needed to begin the process
 - (2) The board needs to develop relationships with the foundations
 - (3) Collect stories about our library for the package
 - b) Lori will send copies of the foundations to distribute to the board
 4. Ad Hoc - Policy - none
 5. Strategic Planning -none
 6. Fundraising - Judy, Patrick, Walter and Wanda
 - a) Library night at Perkins

- (1) Monday nights - give a date(s), coupons handed out in the library and in parking lot
- (2) Perhaps the last Monday in April and a Monday in November
- (3) Patrick will find out if they provide the coupons
- b) Paradox Vineyard
 - (1) Perhaps early June, organize an event with our games
 - (2) Discussion was held about the appropriateness of this as a kids/family event
 - (3) Sue asked the committee to continue to research this
- c) Carnival in the fall run by Bartlebaugh Amusements
 - (1) Library gets a percentage of the rides
 - (2) We could offer food or other activities whose proceeds would benefit the library
 - (3) We provide: porta-potties, trash removal and permits
 - (4) Possible dates 10/3 - 10/7
 - (5) The board gave permission to hold those dates as long as we are under no obligation as more research is done
- E. Open discussion:
 1. Sue asked how many of us are active in the library. Sue would like to see that we have a good relationship with the staff and suggest that we introduce ourselves to the staff when we are in the library
 2. Walter suggested that staff members be invited/paid to come to meetings to encourage board/staff relationships. Sue and Walter will mention this at the staff meeting tomorrow
 3. Judy asked about staff name tags. Sue suggested name tags with first names. This will be discussed further
 4. Judy asked about the progress toward Kim's Reading Corner/Room. Lori will follow up with Fran Taylor about the quote for this.
- F. Adjournment: Motion to adjourn at 8:58 was made by Patrick, seconded by Walter, motion carried