

Avon Grove Library Board of Trustees Meeting

Wednesday, February 24, 2016 7:00 pm

Public Meeting Room

Patricia McKeon, Secretary

Minutes

- I. Welcome: In Mark's absence, Pat called the meeting to order at 7:03.
 - A. In attendance: Suzanne Regnier, Judy Porta, Eric Crist, Pat McKeon, Patrick Harrison, Wanda Prosser, and Lori Schwabenbauer
- II. Adoption of Agenda: Motion to adopt the agenda made by Suzanne, seconded by Eric, motion carried
- III. Guests: Walter Borys
 - A. Pop-up Library update
 1. Dominic Campese and Bill Hanrahan were not in attendance
 2. Pat shared that the New London, Township Supervisors approved Dominic's project. Dominic mentioned that he was also going to present the project to the London Britain Supervisors
- IV. Approval of Minutes of 1/27/16: Motion to approve January's minutes made by Eric, seconded by Judy, discussion followed:
 - A. Judy's questions:
 1. What were the electrician, lighting improvements, when was that work done
 2. Lori indicated that the work was done previously and the invoice came late
 3. \$7000 given by the Friends: Walter clarified the Friends intentions for that money, donations from the Friends will have to be listed as a restricted donation in the future if they have specific goals for the money
 4. Judy asked about the defibrillator - Who would pay for it, we should look into a donation - Lori will look into this with Sharon
 5. Judy clarified several items from the treasurer's budget and the health insurance issues
 6. Several corrections and clarifications were made to the minutes.
 - B. A motion to approve the January minutes with revisions made by Suzanne, seconded by Wanda, motion carried
- V. Director's Report: Lori Schwabenbauer, Director (see attached documents)
 - A. Renovation project is complete
 - B. Rotary presentation on February 18 went well. Lori gave them ideas for using the \$1000 that they intend to give. On a related topic, Suzanne suggested the

library create/put up a wishlist for patron donations toward specific needs i.e. the Defibrillator

- C. 10,000th customer - Lori would like to do a press release and some other recognition of this person when it happens (33 patrons away)
- D. Discussion of the need to reregister library cards to be sure there is an expiration date on their card. It was suggested that Lori place a sign near the desk to inform patrons of this. Eric suggested put a footer with a notice about this (or other announcements) on the printout that goes with each item checked out
- E. Weeding of the children's collection was done. Pat asked what will happen with the books. Lori indicated that the staff will go through the books that were pulled and determine whether they leave the library or not
- F. Statistics for January: Circulation down, door count up, children's programs (number and attendance) are way up.
- G. Lori included a Materials Budget Report - new to the director's report. Walter asked the question as to who orders and how books are order - Lori orders for adult materials, Laura chooses for children, juvenile, dvd and music. Lori described the various sources are used for making choices.
- H. Motion to accept the Director's Report was made by Judy, seconded by Eric, motion carried

VI. Treasurer's Report: Judy Porta, Treasurer (see attached documents)

- A. Judy shared the new format that she will be using for her budget reporting
 - 1. Suzanne asked if their could be a column that shows the dollar variance. Judy will do the end of June for a mid-course correction showing the dollar variance.
 - 2. It was agreed that this new format is very easy to understand
- B. Judy shared the current income and expenses and how the monthly totals compares to the budgeted amount for the monty
- C. Balance sheet - Current Assets \$292,642.37 (the extra money here is from the state money coming in), we are down in the Haverford accounts due to the stock market
- D. Motion to accept the Treasurer's Report made by Patrick, seconded by Suzanne
- E. Judy shared the 990 report that she files to the IRS (see attached document). Judy asked that we review it. She will send it in to the IRS return receipt requested

VII. Business

- A. Fundraising Retreat/Board Development

1. Pat shared that we weren't able to come to agreement on a March date- new tentative date is 4/9 for 2 -3 hours in the morning
2. Brian asked for dates to have Robbe Healey come to our meeting. We will request either 4/4 or 4/7, prior to our session on Saturday - making our Board Retreat two sessions
3. Pat will share these dates with those who weren't in attendance.

B. Strategic Plan monthly review

1. Pat reviewed Goals 5 and 6
2. Lori shared progress that was being made toward these goals

C. Employee health insurance

1. Lori spoke with Laura and Lisa to let them know that things may be changing for next year so they would be aware of the situation

VIII. New Business

A. "Once Upon a Time" fundraiser volunteer signup

1. Lori shared the sign-up sheet
2. Terri (Friends) is agonizing over numbers - currently have low numbers
3. Wanda collected several items for the silent auction
4. The website has the announcement posted, suggestions were made to advertise several of the auction items that might available as a way to perk more interest
5. It was suggested to put up posters around town - the Lori is putting the board out tomorrow (Thursday)

B. Questions for Agatha Lyons (March 23 meeting)

1. Board Members were asked to continue to send questions for Agatha to Lori
2. Health insurance concerns - only 9 people in the system - how does that happen with all the libraries in that are in the system
3. Better understanding of the system and how we fit into the system
4. How did we end up with this insurance broker? How competitive is the offer he provides?
5. We'd like clarification on the information that Joe sent out regarding health care and employee definitions (email forwarded by Lori February 10)

C. London Britain outreach

1. Lori shared the memo in which she recommends that the London Britain Outreach ends.

2. Discussion followed including the observation that the township is not taking advantage of the service that is being offered.
3. Motion to close the London Britain Outpost at the end of March was made by Patrick, seconded by Suzanne, motion carried

D. 2016 budget savings

1. Lori shared a report she created that looks into where to cut funds/budget amounts
2. Suzanne suggested keeping the memberships reimbursements in #3
3. Judy says don't remove money from the miscellaneous account, she doesn't want those categories to go away, but money doesn't have to be spent
4. Lori wants to keep the book drop in the budget, indicating that it will provide a strong public relations impact
5. Lori's request for additional paid sick leave was discussed
 - a) Patrick made a motion to reduce the wages in line 412000 by \$2,019 and add 10 additional paid sick days to the Director's contract for the current year. This will be a one time addition of the sick days. The motion was seconded by Eric, motion carried
6. Lori will rework the Budget Savings document and we'll keep it as a guideline to reduce spending this year

IX. Committee Reports - none

- 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, S. Geiger, J. Porta, S. Regnier, M. Ungemach)
 1. It was noted that the Policy committee needs more consistently scheduled meetings
- E. Strategic Planning Committee (K. Fields, P. McKeon, M. Ungemach)

X. Open Discussion

- A. Judy reminded us that we have to complete the ethics form. Lori will get copies for us

XI. Adjournment: Motion to adjourn at 8:55 was made by Patrick, seconded by Judy, motion carried