Avon Grove Library Board of Trustees  
Wednesday, October 28, 2015  
Minutes recorded by Patricia McKeon, Secretary

I. Welcome: Meeting called to order at 7:05  
   A. In attendance: Wanda Prosser, Patrick Harrison, Pat McKeon, Mark Ungemach, Eric Crist, Judy Porta, Suzanne Regnier, Lori Schwabenbauer

II. Adoption of Agenda: Motion to accept the agenda, with additions, made by Pat, seconded by Eric, motion carried

III. Guests: Walter Borys

IV. Approval of Minutes: Motion to approve made by Judy, seconded by Wanda, motion carried

V. Director’s Report: Provided by Lori Schwabenbauer, Director; see attached notes 
   A. Lori reported on the progress of the various renovation projects
   B. Neon sign has been repaired and adding a backing has been completed
   C. Grant applications for children’s programs have been submitted
   D. Book budget: ordering through Oct, has spent at least 80% of the budget for this year
   E. Friends ordered canvas bags to be sold at the front desk
   F. District Librarian’s meeting news
      1. This year Longwood Community Reads selected Grandma Gatewood’s Walk by Ben Montgomery and On Meadowview Street by Henry Cole
   G. Library System Board meeting - no news about the state budget, if budget issues continue into the new year, several libraries may have to have closures; CCLS may have to cut some services; J. Sherwood recommends more money be invested in purchasing e-books
   H. West Grove Borough meeting -
      1. The Borough Council will review the possibility of a 10-minute parking space.
      2. Lori suggested that a drive-up book drop may help also
      3. Lori will attend the next meeting
   I. Purchased coloring books for adults: supplies are available for use in the library
   J. Summer reading statistics:
      1. Numbers increased over 2014
      2. Nearly 9000 books were circulated
   K. Lori answered a couple of previous questions
      1. London Britain checkouts count in our system
      2. Volunteer’s are not eligible for work comp
   L. Motion to accept the Director’s Report made by Pat, seconded by Suzanne, motion carried

VI. Special Guest: PA Sen. Andrew Dinniman (came late so the item was shifted on the agenda)
   A. Sen Dinniman shared that he has recently been added to our area as our representative and how that transpired
   B. Funding Concerns:
      1. Mark expressed our concerns about the state funding issues
      2. Sen. Dinniman responded that he understands how important libraries are and how heavily used they are
      3. Update: Social services are underfunded in the state. He shared the problems of property taxes and the funding source of these programs - pushing for change in the way that these services are funded. He doesn’t believe that a short term, stop-gap budget should be accepted. The budget must contain structural changes in taxation.
The budget should be concluded (in his estimation) in about three weeks and will contain adjustments in funding practices.

4. Keystone exams issues - $300 million unfunded program - Sen. Dinniman used this as an example to demonstrate why funding sources must be changed

5. Library funding wasn’t reduced in the proposed budget from the Governor or in the State Congressional proposed budget

6. Sen. Dinniman suggested that we should promote the need for structural changes in the funding formulas when Mark asked what we can do.

7. Another factor is that school code hasn’t changed in many years - must change institutions, remove mandates attached to the money, and the state board must have a fiscal understanding before mandating programming

8. Addressing these issues will free up money that will then be available to other social services, including libraries

9. Libraries can be places to provide the information necessary to educate the public on these issues

10. He requested that the library board suggests a person (deceased) who demonstrate success in our community. They are making bookmarks commemorating these people to be distributed

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

A. Glitch this month - we paid the lease prior to the Haverford money coming through, so the accounts are skewed as a result

B. Only $30.00 off in year-to-date budget (excellent budgeting)

C. Judy has been getting more detailed information and accounting of our funds from the County

D. Total assets: $285,508.64

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

VIII. Old Business

A. Mandatory Reporter status
   1. The board must decide who the mandatory reporters are. Lori will look into policies that other boards have come up with.

B. Volunteer accident insurance policy
   1. Lori proposed that we add coverage that will cover the health treatment of volunteers who may be injured at the library, possible costs would be $365.00. Cost will increase slightly when the Library Trustees are included

   2. Patrick moved that we take Lori’s suggestion to add volunteer accident insurance to our policy. Eric second, the motion carried

C. Train for children’s area -
   1. Judy shared a design for a train to be used at the entry to the children’s area.

   2. Judy suggested that this could be funded by the Friend’s if they were interested

   3. Pat will look to see if she has the proposed plan for the Children’s library discussed previously in the board meeting materials.

   4. Lori will share the idea with the Children’s staff and will determine how she would like to utilize this as she considers reorganizing the children’s library area

IX. New Business

A. Scheduling of Nov/Dec mtg - Dec 9th at 7:00 PM

B. Policy Updates
   1. The committee met tonight prior to the Board Meeting

   2. Lori is going to come up with a document to presented next meeting for a vote

C. 2016 Budget
   1. Judy presented the proposed budget that the committee developed
2. Suzanne suggested that we learn more information about who the donors are in the United Way Fund. Lori does get information from United Way and will look into how those donations are used.

3. There are increases due to salary.

4. Mark questioned whether our proposed revenue of $393,405.00 will be achieved as it is $26,000 more than 2015. Judy said that additional money will be raised through fund drives and donations.

5. Discussion was held about fundraising and the line items related to it.

6. Lori said that more money will need to be added to this budget proposal. Some adjustments were made to the lines of revenue and expenses.

7. A discussion was held and concerns were expressed about the expected revenue through fundraising being budgeted at $40,000. This is an amount that is higher than previous budgets, as well as greater than actual revenue we have received in this category.

8. Mark made motion to accept the budget of $408,995 with the changes in cleaning expense and increased in fundraising amounts was made, seconded by Suzanne, the motion carried.

D. End Of Year Fundraiser

1. Fundraising proposals such as monthly giving are being added to the campaign.

2. The board members must step up and become more active in soliciting donations and developing funds.

3. Suzanne stressed the need to create an endowment fund through the moneys in the Haverford Fund.

4. To be discussed further at the next meeting.

E. Holiday celebration

1. Lori would like to have a celebration for the staff - perhaps a catered meal.

2. Suzanne said we should continue the basket that Anthony provided for the staff in his memory.

F. Archiving old documents found in the library office - to be discussed at the next meeting.

X. Committee Report

A. Finance Committee - none

B. Exec Committee - none

C. Ad Hoc Policy Committee - see notes in New Business

D. Strategic Planning Committee - none

XI. Open Discussion

A. Board attendance concern - Patrick will make a proposal regarding his concerns with board member attendance at the Dec. mtg.

XII. Adjournment motion made by Pat, seconded by Mark, motion carried.