Avon Grove Library Board of Trustees
Meeting Minutes
Wednesday, December 9, 2015
Pat McKeon, Secretary

I. Welcome
   A. Sue started the meeting at 7:05, Mark arrived a few minutes later.
   B. In attendance: Mark Ungemach, Pat McKeon, Patrick Harrison, Brian Gaerity, Judy Porta, Suzanne Regnier, Sue Geiger, Lori Schwabenbauer

II. Adoption of Agenda
   A. Motion to approve the revised agenda made by Suzanne, seconded by Brian, motion carried. Revision: move Pop-up libraries item; moved to after the approval of the minutes.

III. Guests
   A. Walter Borys, Friends of Avon Grove Library
   B. Members of BSA Troop 62: Dominic Campese, Eagle Scout candidate; Bill Hanrahan, Assistant Scoutmaster

IV. Approval of Minutes
   A. Motion to approve the October minutes made by Sue, seconded by Judy, motion carried.

V. Pop-up Libraries
   1. Dominic is here to learn more about our project.
   2. Judy explained what the pop-up libraries involve. Trustees should meet with township supervisors to determine if, where, etc. to locate each pop-up library.
   3. Some housekeeping maintenance may be needed.
   4. Dominic described the process for obtaining Eagle Scout level.
   5. The troop leader also shared what is involved.
   6. The group discussed the logistics of what we want for this project.
   7. Lori suggested that there should be some sort of policy/disclaimer written and included with the box, to make it clear that 1) Avon Grove Library isn’t responsible for the contents of the pop-up library, and 2) people can’t leave library materials in the box.
   8. Judy suggest that we pay for the first one.
   9. Discussion of who is responsible for maintenance of the pop-up libraries.
   10. Sue made a motion to approve up to a $300 allocation for the project, seconded by Mark, motion carried.
   11. Dominic needs develop his proposal as the next step.
   12. Pat will be the contact person for New London Township, which may be the first location.
   13. Once completed, the library will have to include information about it on our website.

VI. Director’s Report
   A. Statistics - circulation was down in November, but continues to be 4% of the county circulation.
B. Fundraiser will be mailed the beginning of next week. Lori will give the board members a copy of mailing lists. The library has broadened the list to include non-library members. Emails will be considered in the future. Suzanne asked if there could be something at the desk that might encourage in-person donations - perhaps in the spring. Maybe a pop-up window on the website, a bookmark in books borrowed, two to four times a year for a week at a time.

C. CCLLS is developing a new website. Sue will assist with the review.

D. "Weedapalooza" - CCLLS and other children's library staff will assist with the weeding of our Children's Library in February.

E. Received the Wee Build grant - nine sets of children's building materials to be used in programming.

F. We have started a partnership with CCIU in a family literacy program.

G. Renovation of processing room is done, computer room updates are next. These will be completed by Francis Taylor.

H. Glenn Bentley, artist, will display his work in January. Lori will organize a gallery opening.

I. Judy asked for documentation of the new bookshelves for amortization.

J. Lori is having the circular display to the right of the entry door removed.

K. Motion to accept the Director’s Report made by Sue, seconded by Brian, motion carried.

VII. Treasurer's Report

A. $35,000 is not accounted for in October, but will be there in the November accounting - related to our lease payment.

B. Judy noted several discrepancies from our budget - particularly in medical. Judy noted the discrepancy between children's and adult books.

C. Lori has increased the spending in adult books and we will be on target by the end of the year.
   1. The staff keeps track of books that are being requested that aren't in our collection. Laura is working on ordering children's books, music, and DVDs.
   2. Lori has started an account with Baker and Taylor (bookseller) that will get books to the library prior to the publication date.

D. The board still has questions about the auditing fee - Lori will look into this.

E. Cleaning services have been increased.

F. Lori will look into the equipment maintenance agreement – it must be something that was repaired and in the wrong line.

G. Rebecca is transferring money from petty cash (Penn National) into Donations - United Way.

H. Total Haverford account: $687,033.61.

I. Lori hasn't heard back from the Verizon grant people – with the approval of the Board, Lori will go ahead and use that money for professional development.

J. Motion to accept the Treasurer's report made by Pat, seconded by Sue, motion carried.

VIII. Old Business

A. Renovations to children's area
   1. The Children's Department hasn't met to discuss this yet.
   2. The Friends discussed contributing to the train with proceeds from the March 5, 2016 fundraiser.
   3. Friends meeting in December - Lori will attend and discuss how to spend the money they raised this year.
B. 2016 Budget

1. $398,905 is the actual budget.
2. Mark reminded us that we must kick up the fund drive/fundraising to be able to make this budget.
3. Brian asked questions about how much we actually raised in 2015.
4. Judy described how these items will be accounted for in the next budget.
5. In January, the Board will develop a fundraising committee which must hit the ground running.
6. Lori asked about the materials budget, which must be 12% of the total budget. It was determined that that amount is allotted.
7. Motion to approve the final budget for 2016 made by Sue, seconded by Mark, motion carried.

C. New Business

1. Library calendar- see attached.
2. Board meeting calendar- see attached.
3. Outdoor book drop
   a) Lori shared information about this. Borough will prepare the space, we will provide the book drop. Possible cost of the book drop is $2820.00.
   b) Mark suggested that she take the proposal to the Borough and move forward with it.
   c) Motion that the Library will spend up to $3000 for the outdoor book drop in 2016 made by Patrick, seconded by Sue, motion carried.
4. Concerns about blocking borrowers due to returned checks - procedure suggested: contact patron, then CCLS if nothing is worked out with the patron.
5. Board meeting attendance proposal
   a) Patrick made the following motion: To create a policy/rule to state that if a Trustee fails to attend three meetings in a row, with the exception of reasons of sickness, health or illness, then the Trustee’s seat will be declared vacant, and this seat can and will be filled as soon as possible. This policy/rule shall also state that if a Trustee misses more than six meetings in a 12 month period, then that seat will also be declared vacant. When this is to happen, the said Trustee will be notified by the Board President. The said Trustee will have fourteen days to appeal this vacancy to the Executive Committee. It should also be noted that all Trustees unable to attend a meeting have the duty to inform the President, Vice President, or Secretary of their upcoming absence in advance of said meeting. This policy/rule shall go into force on the date of June 1st, 2016, if this policy/rule is adopted at the December 9th, 2015 meeting.
   b) Judy seconded the motion.
   c) Discussion was held, motion carried.
6. Committee reports – none.
7. Open Discussion
   a) Family Promise - Mark suggested this might be a nice outreach for the library.
8. Adjournment - Motion to adjourn made by Patrick, seconded by Mark, motion carried at 9:10.