Avon Grove Library Board of Trustees Meeting
April 27, 2016
Patricia McKeon, Secretary

I. Welcome
   A. In attendance: Patrick Harrison, Judy Porta, Wanda Prosser, Pat McKeon, Mark Ungemach, Eric Crist, Susan Geiger, Walter Borys, Lori Schwabenbauer
II. Adoption of Agenda: Motion to adopt made by Judy, seconded by Wanda, motion carried
III. Director’s Report: given by Lori Schwabenbauer, see attached
   A. Book drop working on placement, etc. will plan an ‘opening ceremony’
   B. Directors report included news from other libraries (member library news)
   C. Working on a grant for Early Literacy Computer Stations through LSTA
   D. Statistics are up from this time last year
   E. Lori shared the Summer Appeal letter/flyer that will be sent, to be sent by approximately May 25
   F. Legislative breakfast is on Friday, June 24
   G. Sue asked about getting PR for the girl who donated her American Doll collection. Lori said that a press release will be prepared. The doll with its book and backpack is being circulated.
   H. It was noted that we also need to put together a press release/PR about the free library boxes. Lori will also put information about our boxes on the Little Free Library website
I. Motion to accept the Director’s report made by Sue, seconded by Pat, motion carried
IV. Treasure’s Report: given by Judy Porta, see attached
   A. We are 25% through the budget
   B. Some revenue sources are down. Lori has a coin deposit of about $400 to make.
   C. Receipts are at 37%, some townships have paid partial payments
   D. Some expenditures are over budget (adult books, children’s DVDs, processing). Lori will look into some of the expenditures to be sure that they are being monitored
   E. We are no longer using the PO box. Mail comes to the library, therefore we needed to replace the return envelopes
   F. Bottom line: expenditures are at 24% of the budgeted amounts
   G. TD Bank = $264,000, PN = $1,465, Cash = $265,000; Haverford: $637,000 in stocks, cash, and money market = $30,000, Income = $483. The total for the fund = $631,000 to $667,000; Haverford sub-account = $16,000 to $17,000. TOTAL = $645,700 to $684,000 (includes $1642 quarterly advisory fee)
   H. Motion to accept the Treasurer’s report made by Pat, seconded by Mark, motion carried
V. Old Business
   A. Walter is on the calendar for approval as Trustee for London Grove Township at London Grove Supervisors’ meeting on May 4
   B. 2015 Annual Report - not finished yet, working on financial detail. Mark offered to go over this with Lori if needed
VI. New Business
   A. Auction Items Accounted for
      1. Sue bought the Radnor Hunt item
      2. Large summer things were returned
      3. Other items to be auctioned in the library - Friends to set this up
VII. Committee Reports
   A. Ad Hoc Board Policy - Behavior Policy - Draft of the Behavior Policy
      1. Questions were asked about what the term ‘excessive socializing’ meant and a discussion followed
2. Motion to approve the Behavior Policy was made by Patrick, seconded by Sue, motion carried
3. Lori will have this policy added to the website

B. Health Insurance
   1. Judy shared information with the Trustees electronically
   2. The committee needs to schedule a time to meet - The committee needs to talk to the people at the Insurance Service about the third party handling of reimbursement of insurance from the marketplace
   3. Judy will send out a couple of dates to the committee

VIII. Fundraising
   A. Committee has not met - will meet May 7th
   B. Suzanne, Sue and Lori developed the Summer Fund Drive brochure and will be meeting soon to work on their part of the fundraising preparation

IX. Open Discussion
   A. Board Development
      1. Looking toward adding another member to represent West Grove Borough
      2. Discussion of what the formula is for how the townships are represented on the Library Board. Lori will check with the county
      3. We need to amend the by-laws to remove the grandfather statement regarding London Grove Township. Pat will prepare this for a vote in June

X. Motion to Adjourn made by Judy, seconded by Patrick, motion carried at 7:55