

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, December 9, 2020, 7:00 pm – Zoom meeting

Submitted by Pat McKeon

- I. Welcome: 7:03
 - A. In attendance: Sue Geiger, Pat McKeon, Walter Borys, Allison Thomas, Shelly McCoy, Cordelia Rosazza, Jack Waber, Lisa Zawada, Suzanne Regnier and Lori Schwabenbauer
- II. Adoption of Agenda
 - A. Motion to adopt the agenda, with revisions, made by Jack, seconded by Shelly, motion carried
- III. Guests - none
- IV. Friends of the Library Report - Barb Murphy, co-president
 - A. The Friends held a second auction, which raised more than \$800
 - B. Sue shared a thank-you note from Joyce to the board
- V. Minutes of 11/18/20
 - A. A question was raised about the \$5000 additional payment to the borough for the lease noted in the November minutes. This was clarified and will be discussed later in the meeting
 - B. Motion to accept the November minutes made by Cordelia, seconded by Jack, motion carried
- VI. Director's Report - presented by Lori Schwabenbauer, Director (see handouts)
 - A. Lori shared the status of the other libraries in terms of Covid-19 modifications and mitigations
 - B. Library funding updates
 - 1. Giving Tuesday raised \$1110
 - 2. The Winter Fund Drive is going well and has raised more than \$6800 so far
 - 3. Lori is pleased with both initiatives
 - C. Statistics numbers down, but that's expected
 - D. Policy manual clarification: we are not THE Avon Grove Library
 - E. Lori will hear about the county vote on the additional Care Act funding on December 10
 - F. Motion to accept the Director's report made by Jack, seconded by Pat, motion carried
- VII. Treasurer's Report - presented by Cordelia Rosazza, Treasurer (see handouts)
 - A. Balance sheet
 - 1. The current cash balance is \$76,000
 - 2. We will end year the year \$45,000 (less \$10,000 and extra payroll)
 - 3. Our revenue over expresses are equal

4. Cordelia made a motion to increase our debt reduction payment by \$5000, which is the amount raised from the special fundraiser, Walter seconded, motion carried

5. Lori can also reach out to particular donors again for the special fundraiser before the end of the year

B. The Endowment Fund is doing well

C. It was noted that there is a waiver from the State for the required 12% expenditure on books and materials this year. Lori indicated that we would probably spend that percentage anyway

D. Motion to accept the Treasurer's report made by Suzanne, seconded by Jack, motion carried

VIII. Old Business

A. 2021 Budget

1. Our income numbers may change for positive due to several initiatives. Lori will know next week and will report changes to the Board

2. Motion to accept the 2021 Budget made by Pat, seconded by Cordelia, motion carried

B. Policy Manual

1. Changes aren't complete and some additions will be made later

2. A discussion about continuing to hold a combined November/December meeting was held. It was agreed that combined meeting would continue

3. Some additional changes regarding signatures and committees were discussed and agreed upon

4. It was discussed and decided to approve the Policy Manual conditionally, knowing we can make additional changes later

5. Motion to approve the Policy Manual was made by Pat, seconded by Jack, motion carried

C. Flipcause - report given by Suzanne Regnier

1. Suzanne will be submitting a report to Chester County Community Fund, who provided the grant for Flipcause

2. Jack and Suzanne will be working with Lori to plan out the coming year's appeals with dates, including social media, signage, etc. The campaign of thanking donors, must be included (which gets tracked)

3. We currently have 66 donor contacts in Flipcause. They will do a global import of Constant Contact contacts as well

4. We will also be collecting comments to be used in marketing materials

5. Suzanne will thank the Giving Tuesday and Winter Fund Drive donors

6. She suggested that we may need to manually input participants from other programs, etc.

D. Bylaws revision

1. 6.3 Consecutive Terms.

The term for Officers shall be two years. The Board can override this restriction should a majority agree to allow additional consecutive terms.

If a trustee or officer is appointed to serve an unexpired term of office exceeding eighteen (18) months, their time of service shall be considered a full term.

2. Motion to accept the revision of 6.3 Consecutive Terms in our Bylaws made by Pat, seconded by Jack, motion carried

IX. New Business

- A. Sue noted the need to vote on the inclusion of the COLA adjustment in annual salaries

1. Motion to approve annual COLA adjustment for 2021 made by Jack, seconded by Walter, motion carried

- B. 2021 Holiday and Board Meeting schedules

1. Motion to accept both calendars presented by Lori made by Jack, seconded by Pat, motion carried

- C. Thank-yous to elected state officials

1. We received information from CCLS, encouraging the Trustees to send notes to the legislators
2. Lori will write a more complete letter on letterhead and will send out to us

- D. Staff Christmas

1. It was agreed that we would provide a recognition basket to the staff for the holidays
2. Sue will shop for the items and Suzanne will organize the basket
3. Sue will let the Board members know how much to contribute

X. Committee reports - none

XI. Other items for discussion

- A. 2021 - Sue requested that each Board member should think about what being on the board means to you, what is your role, what can you bring to the board. Sue will be asking us to share our thoughts at the January meeting

XII. Adjournment: 8:20

- A. Motion to adjourn made Jack, seconded by Walter, motion carried.