

Avon Grove Library Board of Trustees Meeting  
Community Meeting Room  
Wednesday, August 22, 2018

- I. Welcome: 7:05 pm
  - A. In attendance: Barbara Hart, Judy Porta, Susan Geiger, Shelly McCoy, Pat McKeon, Cordelia Rosazza, and Lori Schwabenbauer
- II. Adoption of Agenda - Motion to adopt made by Barbara, seconded by Cordelia, motion carried
- III. Guests: Joyce Ford (President, Friends of the Avon Grove Library), and Joe Sherwood (Executive Director CCLS)
  - A. Joe Sherwood spoke to the Board
    1. Funding reduction discussion (see Funding Formula Charts)
      - a) Our county and state support will drop in 2019 due to a decrease in our local financial effort
        - (1) our numbers, in combination with the totals of the other libraries, impacts the funding formula
        - (2) we had a reduction/decline in local efforts by \$30,000 in 2017
        - (3) this is a 2.64% decrease in the amount spent on local efforts, as well as a usage decline, in comparison to other libraries in the system
        - (4) the change is in money spent to provide library services (local financial effort)
        - (5) Joe noted that to avoid this we must spend our money in categories that are considered "local"
        - (6) reading room isn't considered a capital expense because it doesn't add usable space
      2. The state budget was passed, library funding is flat
      3. The county is looking at a flat budget as well
      4. Current trends:
        - a) E-materials and other changing uses in library materials and resources: this is a growing segment, but physical materials must still be balanced based on the needs of the library's community
        - b) The Board and Joe discussed the importance of community engagement
        - c) The biggest job for the library board is fundraising
- IV. Minutes
  1. Approval of minutes from June, 2018 - motion to approve made by Cordelia, seconded by Judy, motion carried
  2. Pat will create the document to reflect attendance and the work done at the July committee meeting.
- V. Friends of the Avon Grove Library report - presented by Joyce Ford
  1. They currently have \$1,300
  2. Activities include:
    - a) Chip sales at the circulation desk
    - b) Support at Penn Township Movie Night - water and popcorn distribution
    - c) Election Day bake sales: planning two locations - West Grove Borough and Penn Township
    - d) Raffles will be held during October through November. They will acquire the monthly license for gaming

- e) They currently have 30 members, with 4 active members
  - 3. Judy shared a fundraising opportunity that the Board is considering - a shoe drive. She wondered if the Friends would be interested in partnering with the Board to do this. It is a fundraiser for us and a charity for the organization running it. Joyce said she would bring the idea back to the Friends
- VI. Director's Report - presented by Lori Schwabenbauer (see attached)
- A. Lori asked that we disregard her comments on the funding formula in her written report. This topic was clarified by Joe at the beginning of our meeting (see notes above)
    - 1. Joe noted that the funding formula will be reviewed from January - June by the system committee and the results will impact 2020 funding
  - B. Lori noted that the library has received \$4,035 so far in the Summer Fund Drive (a mailing of 2,000 went out)
  - C. Many statistics are up, especially programs and OverDrive use
  - D. Cordelia would like to know what materials are circulating to our patrons from other libraries and out of our library to others. She suggested knowing this would help to get a better handle on our collection development. Joe recommended that Lori do a terminal server report versus a traditional circulation report.
  - E. Flipster - 75 titles are available county-wide, subscriptions were added and the library who purchased the subscription will get credit for it
  - F. Ringler Reading Room - the room is finished except furniture and some touch-ups. Lori will organize a mid-September ribbon cutting
  - G. Motion to accept the Director's Report made by Pat, seconded by Cordelia, motion carried
- VII. Treasurer's Report - presented by Judy Porta (see attached)
- A. Our "magic number" is 58%
  - B. We are still waiting for Penn and Franklin's funds as of July, but we have received 64% of all expected revenue
  - C. Donations are down
  - D. Expenses are on target at 54% of the budget
  - E. Judy predicts that our budget will be short \$31,000 by the end of the end year and explained what that was due to (shortfall in fundraising; large, unexpected expenditures)
  - F. Motion to accept the Treasurer's Report made by Shelly, seconded by Pat, motion carried
- VIII. Old Business
- A. The annual Legislative Breakfast will be held from 7:30 - 9:00 AM on Friday, September 14, 2018 at the Exton Library. We need a representative to attend
  - B. Avon Grove Library Endowment Fund
    - 1. We reviewed the documents that Lydia Holiat sent and the letter that Sue drafted
    - 2. Judy made a motion to change the payout amount from 4% to 5% in the letter the Sue drafted. Barb seconded, discussion followed, and the motion carried
    - 3. We need to determine what to do with the sub-account, which is approximately \$22,000. The two choices discussed were to roll it into the existing fund or cash it out
      - a) A motion was made by Cordelia to close out the sub-account at Haverford and put it into our revenue account to be used as needed. The motion was seconded by Shelly, motion carried

4. The Board needs to create an investment policy statement. Sue is requesting that Lydia help the Finance Committee with this. It should state the risk we are willing to take and the kind of growth we are looking for
  5. Sue would like us to discuss investment strategy and the suggestions made in Lydia's email to Lori to develop our strategy going forward. A vote will be held in October. The discussion that followed suggested a move from our current investment strategy (#3bi and ii in the email) to mutual funds. Sue asked the Finance committee to touch base with Lydia and ask her to recommend the funds that would work best for us
- C. Mission/Vision statements - Judy made a motion to accept the tagline, mission and vision statements presented, after changing **to** to **we** in the mission statement. Motion seconded by Cordelia, motion carried
- D. Lease Issues
1. Our attorney indicated to Sue that we could not do a condo lease agreement. It is too late in the process
  2. The attorney will work on a new contract, if the borough is willing
- E. New Business
1. 2019 Budget
    - a) 2019 funding changes from the state and county will affect our budget for next year
    - b) 2019 budget planning should begin now. Sue would like to have a working version of the budget to discuss in October
  2. A new SAC (System Advisory Council) representative is needed. This council holds roughly quarterly meetings on Tuesday evenings at CCL in Exton. The representative can also attend the Director's meeting prior to the SAC meeting. Please let Sue know if you are interested

#### IX. Committees

- A. Branding - Lori indicated that this committee would start again soon
- B. Grants - no report
- C. Fundraising
  1. National Night Out was successful
  2. Penn Township Wellness Day is 9/22, not officially fundraising
  3. A Shoe Drive is being investigated
- D. Personnel - no report
- E. Ad hoc Board Policy Committee - no report
- F. Strategic Planning - the new plan will be ready to be voted on in October, Lori will send a memo to CCLS requesting the month extension due to issues with our meeting in September, when it is due
- G. Ad-Hoc Trustee Recruitment - We still need another representative from West Grove Borough and Franklin Township
- H. Finance Committee - See above (Avon Grove Endowment Fund investment policy and budget)
- I. Turning Outward - the team will attend another training in September

#### X. Adjournment

- A. Motion to adjourn made by Judy, seconded by Cordelia, motion carried at 9:05