

Avon Grove Library Board of Trustees Meeting - Minutes

Wednesday, November 18, 2020

7:00 pm – Zoom meeting

Submitted by Pat McKeon, Secretary

- I. Welcome - 8:01
 - A. In attendance - Allison Thomas, Jack Waber, Sue Geiger, Suzanne Regnier, Barbara Hart, Walter Borys, Cordelia Rosazza, Lisa Zawada, Shelly McCoy, Pat McKeon, and Lori Schwabenbauer
- II. Adoption of Agenda
 - A. Motion to adopt the agenda made by Jack, seconded by Shelly, motion carried
- III. Guests - Joyce Ford, Lori Holcombe, Barb Murphy (Friends of the Avon Grove Library)
- IV. Friends of the Library Report
 - A. Joyce introduced the new co-presidents: Lori and Barb
 - B. The Board thanked Joyce for her service and dedication to the Library
 - C. The Friends made about \$1,800 on the recent online mini auction. They are holding a second auction the last two weeks of November
- V. Minutes of 10/28/20
 - A. Motion to approve the October Minutes made by Jack, seconded by Cordelia, motion carried
- VI. Director's Report - presented by Lori Schwabenbauer, Director (see attached)
 - A. Lori shared that the library received a \$2000 donation from the Friends to be used for electronic materials. This is in addition to their contribution toward the summer movie with Penn Township
 - B. She has received news that three libraries are adjusting library hours, etc., due to the increase in Covid cases in the County. Lori noted that fewer people are coming into our library and she is not looking to make any changes in our schedule now. Sue wondered if we should do curbside again. Lori reminded us that ours wasn't really curbside, so people would still have to come inside. It was suggested that it be noted on website that we'll make accommodations for our customers who are concerned about coming into the library
 - C. Suzanne asked if there is a procedure in the event that a staff member goes out due to Covid. Lori is developing a plan for this
 - D. Walter wondered about the statistics of e-materials verses paper materials. Lori said the trend toward using e-materials over paper materials was already happening. She feels that the library is still a gathering place for the community
 - E. Motion to accept the Director's Report made by Shelly, seconded by Walter, motion carried
- VII. Treasurer's Report - presented by Cordelia Rosazza, Treasurer (See attached)
 - A. Cordelia reported that the stocks in the Endowment Fund dropped this month, but noted that they have been fluctuating up and down
 - B. The Haverford drawdown will go into TD Bank with the next deposit
 - C. Expenses for November and December will be covered and we will have \$40,000 at the end of year to carry over
 - D. Sue asked about the additional \$5000 that we may pay on the loan, per our discussion last month. (This is in addition to the funds collected through the special fund drive.) Cordelia said that we would do that in December if no other unforeseen expenses come up
 - E. Motion to accept the Treasurer's Report made by Pat, seconded by Walter, motion carried

VIII. Old Business

A. Officer nominations for 2021-2022

1. Slate of Officers
 - a) President: Sue Geiger
 - b) Vice President - Suzanne Regnier
 - c) Treasurer - Cordelia Rosazza
 - d) Secretary - Pat McKeon
2. A motion to approve the slate of officers as listed was made by Jack, seconded by Shelly, motion carried

IX. New Business

A. 2021 Budget draft

1. This budget includes:
 - a) a COLA increase, longevity-based wage increases to be awarded according to our salary chart, as well as other wage amounts that Lori had not accounted for previously
 - b) 12% material expense required by the state
2. Pat asked about the New London allocation. She noted that the amount budgeted was based on their 2019 payment, not the increase they made in 2020. Lori made a note to change that
3. Sue asked about County allocation. Lori said that amount was confirmed
4. Sue also asked about the refund from 2020 being included as income in 2021. Lori noted that we will receive the money in 2021, so it goes into the 2021 budget
5. Shelly asked about budgeting money for the branding initiative and other goals from the strategic plan. Lori said that these could be covered by a grant for space planning, as well as other fundraising sources
6. Allison asked why revenue and expense totals are the same. Lori says that both numbers have to match according to the Business Office. Lori shared possible ways to deal with unexpected/un-budgeted expenses. Others noted organizations they have been part of that have Capital Expense Funds (or similar). Sue noted that there are parameters for using money from our endowment fund, but that is our cushion
7. Board members should review the budget again, sharing any additional questions before the next meeting. It will be voted on at the December meeting

B. Policy Manual revisions

1. The revised Policy Manual was distributed for review by the Board. The Board members are asked to let Lori know of questions they have
2. The Board will vote to approve next month

C. Review of Strategic Plan progress for 2020 (see the attached Annual Plan)

1. Pat, Lori, Barb and Barbara shared an update from the recent meeting that was held by the committee. The Library is making good progress toward achieving the goals and objectives of the plan. The situation this year due to Covid 19 has affected a number of these initiatives, but since this is a five-year plan, these can continue to be addressed moving forward
2. Walter commented that there is nothing in the current plan about possible expansion
3. Sue suggested we continue to evaluate space needs from a physical standpoint and discuss this in January
4. Suzanne noted that a long-term master plan could also address this

- D. Sharing of information from Advocacy Program - presented by Pat McKeon
 - 1. Pat shared information from a recent webinar she attended on the topic of **Individual Donor Fundraising**.
 - 2. She highlighted that each Trustee should be:
 - a) A donor
 - b) An ambassador
 - c) A sleuth - always look for opportunities
 - d) A cultivator
 - e) A solicitor
 - f) A steward
 - 3. Pat will write up a summary of the workshop and will send it out to the Board members
 - 4. She noted that these opportunities for professional development and training are always very interesting. She thanked Lori for sharing information about upcoming events and encouraged other Board members to attend when they are able
- E. Flipcause
 - 1. Suzanne shared that this is a relational database
 - 2. When donations are made through Flipcause, a portion of each donation stays with Flipcause
 - 3. Suzanne and Jack are putting together a Giving Tuesday campaign using Flipcause. We need to report numbers to the Chester County Community Fund, who gave us the grant, and the Giving Tuesday campaign will allow us to do that
 - 4. Flipcause provides a structure to collect information on donors. Suzanne suggested that Trustees can collect this information. We will need to input all donations (even if they don't come through Flipcause) and Suzanne suggested that the Trustees could be asked to help with this process
 - 5. Suzanne noted that she is impressed with how powerful this program is
- X. Committee reports - none were given
- XI. Other items for discussion
 - A. Sue would like to work on the contract with West Grove Borough with Greg in January. Sue asked Walter if he was available to help with this
- XII. Adjournment - 8:20
 - A. Motion to adjourn made by Jack, seconded by Cordelia, motion carried