

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, February 26, 2025
Avon Grove Library, West Grove, PA
Submitted by Allison Thomas

I. Welcome: 7:02 pm

- A. In attendance: Sue Geiger, Pat McKeon, Cordelia Rosazza, Jack Waber, Suzanne Regnier, Shelly McCoy, Barbara Hart, David Payne, Allison Thomas

II. Adoption of Agenda

- A. Addition under New Business to approve COLA for staff.
- B. No other changes to the agenda.

III. Minutes of 01/22/2025

- A. No changes.
- B. Motion to approve the minutes made by Jack, seconded by Pat, the motion carried.

IV. Director's Report – David Payne, Director, see attached report.

- A. Despite the weather, the circulation number of 10,052 for January was the highest number since September and higher than last January. Computer usage was also good, as well as there were 700 attendees at programs during the month.
- B. Passport revenue has reached \$25,000 since the library started offering the service.
- C. The library is again partnering with Lincoln University and Oxford Library for a joint program on March 25th.
- D. For Women's History Month, there are several programs planned including a talk with author Robyn Young, Adult Art Night, and Art Explorers.
- E. Author Ryan Estrada will be presenting via zoom on March 19th about how to be a fearless writer.
- F. The Friends will be holding a used book sale on March 22nd.
- G. The U.S. Passport Office inspected the library's passport setup, and David received written confirmation the library did fine.
- H. Progress is being made learning how to set up a podcast.
- I. Youth Services Manager Shannon Hargreaves will be speaking at the annual Legislative Day Breakfast at Chester County Breakfast on April 4th.
- J. Motion to approve the Director's Report made by Jack, seconded by Pat, the motion carried.

V. Treasurer's Report - Cordelia Rosazza, Treasurer, see attached report.

- A. No items to discuss on the balance sheet.
- B. Discussion regarding when to transfer passport revenue from Citizens Bank account to TD Bank account. Cordelia made a motion to maintain a minimum of \$1,500 to support the passport services, and transfer everything above \$1,500 on a monthly basis to the TD Bank account, seconded by Jack, the motion carried.

VI. Old Business

- A. Addition of full time Bilingual Services position – The library needs a Spanish speaker for passport services and to support youth services and other programming and library customers. There used to be a fourth full-time position. David presented the plan for funding for the position. Jack made a motion to approve the position, seconded by Suzanne, the motion carried.

- B. Bylaws update – The bylaws must be reviewed, and updated if necessary, every two years. David expects to have recommendations for the March Board meeting.

VII. New Business

- A. 2.5% COLA increase to staff and David – Suzanne made a motion to approve the COLA increase, Jack seconded, the motion carried.
- B. Passport Services Update – Discussion regarding potentially relocating passport services to the program room.
- C. Space Planning Update – The Space Planning Committee have an upcoming meeting to discuss relocation of services and seating areas.
- D. Charlie Cart & Other Fundraising – Suzanne will circulate recommendations / job descriptions for trustees for fundraising activities.

VIII. Committee Reports

- A. Executive Committee update – It is time for David’s review. The Committee has shared the updated review document with David, and will update Board when it is ready.
- B. See New Business for updates from the Space Planning Committee and Fundraising Committee.
- C. No other committee reports.

IX. Other items for discussion

- A. No other items for discussion.

X. Adjournment

- A. Motion to adjourn at 8:01 pm made by Jack, seconded by Shelly, the motion carried.