

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, August 27, 2025
Avon Grove Library, West Grove, PA
Submitted by Allison Thomas

I. Welcome: 7:03 pm

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

II. Adoption of Agenda

- A. Motion to adopt the agenda made by Jack, seconded by Cordelia, the motion carried.

III. Guest – Joe Sherwood, Executive Director, Chester County Library System

- A. Honey Brook Library is now fully open, and has a community and children's room.
- B. Downingtown Library just presented plans for their expansion.
- C. Easttown Library is starting to plan expansion.
- D. Chester Springs Library remains closed. On February 17th, a tree hit the library and they have been closed since. Additional trees have since come down with branches through the roof, so the building cannot currently be occupied.
- E. Parkesburg Library has a new director.
- F. Budget – the state budget has not been finalized yet. Currently in a holding pattern. Joe recommends looking at most important things for community; if funding is cut and service has to be reduced, plan ahead what would impact the community the least. The library system does not directly see the IMLS money. More concerning is the potential loss of federal funding. The state is waiting on the federal budget.
- G. Funding formula – if a member library does not meet their requirements, then they are notified. They have an opportunity to make a plan and correct before there is any impact on the funding formula. The formula is designed to be proportional based upon customer touches and local financial effort. Capital projects are only (currently) money spent to expand floor space to provide services to the community. Local financial effort has the biggest impact. Jack suggested there should be a base amount in the formula for each library; Joe confirmed this isn't currently a component, but that Jack would be welcome to discuss with the funding formula committee.

IV. Minutes of 07/23/2025

- A. Cordelia noted she was late for the last meeting but did attend.
- B. Motion to approve the minutes as corrected, made by Jack, seconded by Suzanne, the motion carried.

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

- A. Monthly total circulation was the highest since July 2023.
- B. In July, there were 18 programs that were very well attended.
- C. All recent vacancies have been filled. The bilingual outreach position has been filled, as well as one of the employees in a passport positions is also Spanish speaking.
- D. Storytime attendance increased in July, when attendance typically decreases.
- E. Upcoming programs include a Meet the Mailman story time, three financial education programs, a Charlie Brown Christmas concert, and attendance at several township events.
- F. London Britain, London Grove and Franklin have made municipality payments. Avondale Borough is the only remaining municipal payment for this year.
- G. David is in the process of providing updates at municipality meetings.

H. Motion to approve the Director's Report made by Cordelia, seconded by Jack, the motion carried.

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

- A. Account balances are doing well. Investments are at a \$75,000 increase so far this year.
- B. A \$52,000 transfer to the TD Bank account was made by David during the month.
- C. Cordelia asked if we want to do the budgeted transfer from the investment account. David and Cordelia confirmed it is not needed right now so it will remain in the investment account for the time being.
- D. Motion to approve the Treasurer's Report made by Jack, seconded by Shelly, the motion carried.

VII. Old Business

- A. Board member assessments – Will be discussed in greater detail next meeting when Pat is in attendance.
- B. Little Green Light donor management software approval – David shared that the Downingtown director recommended switching. It is \$45/month; it does not include credit card processing so that will require a different solution. David requested approval. Motion to move from FlipCause to Little Green Light made by Cordelia, seconded by Suzanne, the motion carried.
- C. Quotes for connecting the library to West Grove Borough generator – The two quotes are drastically different, and the second company with the significantly higher quote could not guarantee they could successfully complete the work. Sue provided David with contact information for an additional company to seek a third quote.
- D. Quotes for Type 1 or Type 2 surge protection – CCLS suggested each library research whether they have surge protection. If it doesn't exist, then the library should consider putting in a whole building one in. Two quotes were received for the library part of the building only; Type 2 includes a circuit breaker. Type 1 is installed before the main breaker. Type 2 is installed after the main breaker. David will verify our understanding, get a recommendation from the electrician, and the board will approval via email, then vote at the next meeting.

VIII. New Business

- A. SAC Meeting Report (August 12, 2025) – Funding formula covered under III.G.

IX. Committee Reports

- A. David and Suzanne attended a year-end fundraising program. All libraries will have a subscription to a fundraising database.
- B. No other committee reports.

IX. Other items for discussion

- A. No other items for discussion.

X. Adjournment

- A. Motion to adjourn at 8:07 pm made by Cordelia, seconded by Suzanne, the motion carried.