

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, November 29, 2017
7:00 pm – Children’s Programs Room

Submitted by: Pat McKeon, Secretary

- I. Welcome - 7:00
 - A. In attendance: Susan Geiger, Judy Porta, Wanda Prosser, Suzanne Regnier, Walter Borys, Eric Crist, Shelly McCoy, Pat McKeon, and Lori Schwabenbauer
- II. Adoption of Agenda - motion to adopt made by Suzanne, seconded by Shelly, motion carried
- III. Guests - Bob Weidenmuller
- IV. Approval of Minutes - Motion to approve made by Eric, seconded by Judy, motion carried
- V. Director’s Report - provided by Lori Schwabenbauer, see attached
 - A. No questions regarding the written reports
 - B. Lori shared an article about the Kennett dedicated library tax initiative
 - C. Motion to accept made by Pat, seconded by Shelly, motion carried
- VI. Treasurer’s Report, provided by Judy Porta, see attached
 - A. Debt payment didn’t show up this month, should show up in December
 - B. Final accounting maybe short about \$30,000, but Judy doesn’t know for sure that it will be that high
 - C. Haverford Funds are still ahead, even though we took the \$35,000 for debt reduction
 - D. Motion to accept made by Suzanne, seconded by Eric, motion carried
- VII. Old Business
 - A. Sue shared that she made some inroads on legal issues and will report next month
- VIII. New Business
 - A. Calendars

1. Lori presented the Library calendar for 2018 Holidays and Closings

B. Board calendar

1. Formal board meetings will continue alternating with committee meetings
2. January meeting will be a formal meeting. The final meeting of the year will also be a formal meeting on November 28, 2018.

C. Public Innovator's Lab: Turning Outward - Pat McKeon, Sue Geiger and Lori Schwabenbauer

1. Pat, Lori and Sue presented an overview of the training that they attended, along with Sarah Beyer and Lisa Sweet
2. Pat shared specifics as to how our library will implement this initiative
 - a) The goal is to gain a better understanding of our community - increase our relevance and impact
 - b) We will have conversations with community members using various tools, including formal Community Conversations. Then, we will use the information gained to become more connected to the community and able to facilitate change
 - c) We will analyze and share what we learn with the board and the community members who participate
 - d) We will continue with ongoing training with the Harwood Foundation and PA Commonwealth Library
3. It was suggested that this initiative could be woven into future grant proposals

D. Library Budget - 2018, presented by Judy Porta, see attached

1. Judy noted that the total budget will be \$449,140, which is \$66,000 more than the current year. She noted increases in the following:
 - a) building maintenance - budgeted, but hopefully we won't have to spend
 - b) professional services - website, attorney fees
 - c) wages - 2.2% cost of living raise and a new full-time staff person (part-time person going to full-time)
2. Income - Donations: Judy is budgeting:
 - a) \$3000 from the Friends of the Avon Grove Library

- b) \$11,000 from grants
- c) \$12,000 from the fund drives
- 3. She indicated that we must use capital reserve and Haverford to make up the shortfall (see Transfers line on page 2)
- 4. Expenses that are increased are highlighted in pink on the handout
- 5. This budget keeps debt reduction at \$10,000
- 6. This is a very ambitious budget - but will be less so, if several of the large expenses that we have budgeted for don't transpire
- 7. Discussion:
 - a) Board members felt that this budget is reasonable and responsible
 - b) It was requested that Lori submit a new salary schedule that reflects the changes that the finance committee is recommending for us to vote on
- 8. Motion to approve the 2018 Budget was made by Eric, seconded by Suzanne, motion carried

IX. Committee Reports

A. Branding Committee - Pat and Lori

- 1. The committee has developed a tagline, mission, and vision statement. A new logo and website are also part of the future work

B. Finance Committee - none

C. Executive Committee - none

D. Proposed Ad Hoc Board Development/Recruitment Committee

- 1. Sue requested an ad-hoc committee for the purpose of adding board members
- 2. Suzanne gave several suggestions for acquiring new members

E. Ad Hoc Board Policy Committee - none

F. Strategic Planning Committee - Pat

- 1. We need to form a formal committee to begin the revision process for the next strategic plan to be done in 2018

X. Fundraising - Judy, Walter, and Wanda

- A. Judy met with Joyce to discuss future fundraising
- B. Suzanne shared that we can continue with cotton candy fundraising as the opportunity arises as they have the supplies necessary for this

XI. Grants - Shelly, Suzanne, and Eric

- A. Suzanne shared that the focus is on our rebuilding phase as an emphasis in the grants that she and the committee are writing
- B. They will start to package areas of the budget that would appeal to grant providers

XII. Personnel committee - Eric, Sue, and Wanda

- A. Lori's review was finalized - will discuss in January
- B. Committee can standardize a process for evaluating full-time staff

XIII. Executive Committee - none

XIV. Adjournment - Motion to adjourn at 8:26 made by Judy, seconded by Pat, motion carried