

**Avon Grove Library Board of Trustees Meeting Minutes**  
**Wednesday, February 22, 2017**  
**7:00 pm – Community Meeting Room**

Submitted by: Pat McKeon, Secretary

- I. Welcome: 7:11 - Sue called the meeting to order, with no quorum
  - A. In attendance: Suzanne Regnier, Judy Porta, Susan Geiger, Pat McKeon, Mark Ungemach, Lori Schwabenbauer, Patrick Harrison (8:05)
- II. Adoption of Agenda - agenda was reviewed, not adopted since there was no quorum
- III. Guests: none
- IV. Approval of Minutes: minutes were read, no corrections, no approval without a quorum
- V. Director's Report: presented by Lori, see attached report
  - A. Downingtown has a new Director (Elizabeth Hess), Coatesville is still searching for a Director
  - B. Flat funding is being predicted for the libraries in the state budget (good for us)
  - C. Save the dates - CCLS has several good training opportunities. Sue asked Lori to share this with the board members so that perhaps some of us could attend
  - D. Lori clarified several of the bills which are ahead of spending for this year's budget (cleaning, staff recognition, Amazon bill for materials, etc)
  - E. Overall circulation is down. This is impacted by the new formula for OverDrive.
  - F. Atglen is planning to relocate and has a floor plan for their new library
  - G. Kennett is working on getting dedicated library funding in New Garden Township. Lori suggested perhaps picking one municipality for us to target for this as well
- VI. Treasurer's Report: presented by Judy, see attached report
  - A. State revenue is in and is over budget, County will mostly likely be higher as well
  - B. Revenue: \$146,000 (38% of the budget)
  - C. Expenses: \$29,627 (8% of the budget)
    1. Judy highlighted the expenses that were over budget in pink on her report

2. Lori will check into a couple that Judy questions (workman's comp, interest payment)
3. Balance sheet looks good - assets are high due to advanced payment in revenue, property and equipment values have reduced
4. \$12,000 gain in the Haverford Fund
5. 990 Form - Judy shared the form that she will be submitting - Total revenue for 2016 was substantially down, total expenses were up (medical expenses contributed to that) Judy stressed that we have to make up the deficits with fundraising.

## VII. Old Business

### A. Proposal for meeting schedule

1. Discussion continued about the monthly board meeting vs alternating with committee meetings
2. Need to have non-board members on committees
3. Assignment for next month: make a decision about the schedule as well as thoughts about what working committees we need and what committee each of us are willing to serve on, who from the community could we invite to participate
4. Committee suggestions: (see Suzanne's proposal from last month)
  - a) Governance
  - b) Finance
    - (1) review loan and paperwork related to it
  - c) Development
5. Sue suggested picking the four top issues that we need to deal with:
  - a) fundraising/marketing/branding
  - b) engagement/Friends
  - c) overseeing Strategic plan
  - d) finance/future planning
  - e) review process for evaluation of the Director

6. Suzanne suggested defining headings and determining short and long term goals
7. Judy made motion to create a fundraising committee with a number of smaller committees underneath to get the work done. The motion was seconded by Suzanne and passed with 5 ayes and one abstention (Patrick arrived so there was now a quorum to vote on this motion).
8. Sue asked for volunteers to head the following sub-committees:
  - a) Judy events
  - b) Suzanne grants
  - c) Pat branding
- 9. Suzanne pointed out that grant funding is dependent upon board members making a financial contribution each fiscal year.**

B. SAC Bylaws review - Lori shared a few suggestions for revisions

C. Thank-yous to major donors - Lori asked us to choose a couple of others to send notes to

D. "Ringler Reading Room"

1. Lori shared the project steps to move forward with this project
2. Weeding is already underway, which needs to be done anyway
3. Judy pointed out that we have no money for a project like this
4. Near term - plaque and photo of Kim, Mark asked Lori to coordinate this
5. Lori thought about looking into setting aside the space without the walls as an initial step. She will talk to Fran about what would be involved with this

#### VIII. New Business

- A. SAC Representative designation - Sue is the designated board representative and also the voting representative
- B. Ad hoc committee to evaluate the Director - the members will be Judy and Sue initially. Sue will reach out to get other members for this committee
- C. Board Evaluation/Bylaws 5.9 - tabled for next month
- D. Strategic Plan Goal #15 Trustee Board Development - tabled for next month

IX. Committee Reports - none

A. Finance Committee

B. Executive Committee

C. Board Development Committee

D. Ad Hoc Board Policy Committee

E. Strategic Planning Committee

X. Fundraising - none

XI. Open Discussion - none

XII. Adjournment - 9:05 (Suzanne left prior to this, so there was no longer a quorum.)