

Avon Grove Library Board of Trustees
Community Room
Wednesday, April 25, 2018

- I. Welcome: 7:00
 - A. In attendance: Pat McKeon, Sue Geiger, Shelly McCoy, Suzanne Regnier, Judy Porta, and Lori Schwabenbauer
- II. Adoption of Agenda - motion to adopt the agenda made by Pat, seconded by Shelly, motion carried
- III. Guests: Joyce Ford, Friends of the Avon Grove Library; Cordelia Rosazza, prospective trustee from Avondale
 - A. Friends of the Library Report
 1. They are hosting a Librarian Appreciation Breakfast tomorrow, April 26th
 2. Membership drive brought in 33 members
 3. Sent two newsletters
 4. They are holding an Election (Primary) Day bake sale
 5. Future raffles: American Girl doll, Lego set and the basket from Suzanne. These will be raffled after the summer program
 6. They are holding a food truck event on June 15 - two trucks, plus any local businesses that would like to participate. The board will set up a cotton candy and popcorn booth.
 7. They will be selling snacks at Circulation Desk (3 boxes free from Herr's)
- IV. Minutes: Motion to accept the January minutes made by Judy, seconded by Suzanne, motion carried
- V. Director's Report - provided by Lori Schwabenbauer, see attached
 - A. Reading Room
 1. The first bid was too high
 2. Lori has reopened the bidding process and is waiting for two more to come through
 - B. HVAC
 1. Getting bids for replacement
 - C. Turning Outward initiative
 1. The committee has held 3 conversations so far
 2. They are continuing to reach out to local businesses and churches
 3. Next training in State College on May 24
 - D. Municipal funding
 1. London Grove is giving the \$5.00 per capita allotment. They are now requesting more information about local municipal library support. (See attached letter and spreadsheet.)
 - E. Statistics Report
 1. Door count was up in March, as well as circulation and program increases
 2. Sarah Beyer is responsible for an increase in teen programs and activities
 3. A discussion was held about holds and circulation and who gets credit
 4. Joe Sherwood received the J. Larry Boling Excellence in Government Award from the Chester County Chamber of Business and Industry
 5. Lori is requesting that the Board consider eliminating fees for DVDs and CDs
 - a) discussion about pros and cons of doing this
 - b) Atglen is doing this, Kennett would like to at least for children's DVDs
 - c) Judy pointed out that these funds are part of our operating budget
 - d) Suzanne suggested a monthly event – e.g., the first Friday/Saturday of the month. Lori will discuss with staff (add as an action item for June)
 - e) Lori noted that 60% of the month's circulation occurred during the "free week" in February
 6. Motion to accept the Director's Report made by Suzanne, seconded by Shelly, motion carried

- VI. Treasurer's Report - provided by Judy Porta, see attached
 - A. Judy noted that overall we are at 41% of our budgeted income. We must keep in mind that we have received a number of full payments for the year.
 - B. Several expenditures have exceeded the current percentage of the budget
 - C. We purchased barcode readers and a replacement printer
 - D. Judy noted that the interest payments are still high. Lori will talk to Greg to make sure that they adjusted their books per the higher payment that was made
 - E. Lori will be initiating the Spring/Summer fund drive campaign soon
 - F. Our loan is now \$72,722.36
 - G. We lost money from the Haverford account due to market situation in March
 - H. The Ringler Memorial Fund is currently in a bank savings account. Judy wonders if the money should be invested to earn more money. The discussion followed that since we are planning to spend it on the project, it would probably make sense to leave it where it is.
 - I. Motion to accept the Treasurer's Report made by Pat, seconded by Shelly, motion carried
- VII. Old Business
 - A. West Grove negotiations
 - 1. Sue will be speaking to a lawyer about our lease. She would like the members of the board to think about how we want this to look.
 - 2. Suzanne suggested that we have the discussion at the next committee meeting night on May 30th
 - B. Strategic Planning
 - 1. Pat reported the progress being made by the committee
 - 2. She and Lori will attend the CCLS Strategic Planning workshop in June
 - C. Pursuit of EITC (Ed Improvement Tax Credit plan)
 - 1. Sue wants to meet with Suzanne to work on this
 - 2. Suzanne said they should have 5 letters of support. We currently have four, ideally need one more.
- VIII. New Business
 - A. Resolution from the Board to recognize Ursula Nunamaker who has achieved 20 years of employment as of May 28
 - 1. Lori is considering a surprise party for her on the 29th. Board members will be invited
 - B. 990 Form
 - 1. Judy shared the form that will be mailed by Saturday (see attached) and will provide a final copy to the library for posting
 - 2. Judy noted that we spent more than we brought in (see line 19)
 - 3. She noted that we are 92% publicly funded
 - C. Library Retiree Policy
 - 1. Lori created a suggested policy to define that concept (see attached)
 - 2. The board discussed the pros and cons of the policy
 - 3. Lori will talk with the other library directors and we will revisit at the next meeting.
- IX. Committee Reports
 - A. Branding - on hiatus due to Turning Outward initiative
 - B. Fundraising and Grants - have not met and will meet before May 30th
 - C. Personnel Committee - no report
 - D. Executive Committee - no report
 - E. Ad Hoc Policies Committee - no report
 - F. Trustee Recruitment
 - 1. Cordelia Rosazza, our prospective member from Avondale, told a little bit about herself
 - 2. Barb Hart is a prospective member from West Grove - Pat told about her
 - 3. It was suggested that we inquire whether Brian Gaerity may want to rejoin us
 - G. Finance Committee - no report

- H. Turning Outward Team - see earlier notes
- X. Open Discussion
 - A. Concerns were expressed about board member attendance
- XI. Adjournment 8:30
 - A. Motion to adjourn made by Judy, seconded by Suzanne, motion carried

An Executive Session was held

- XII. Reconvened the meeting to vote on the proposed salary schedule (see attached)
 - A. A motion to approve the proposed salary schedule was made by Judy, seconded by Suzanne, motion carried
- XIII. Re-adjournment at 8:45 - a motion to adjourn was made by Pat, seconded by Shelly, motion carried