

## **Avon Grove Library Board of Trustees Meeting - Minutes**

**Wednesday, July 28, 2021, 7:00 pm – Zoom meeting**

Submitted by Allison Thomas

### **I. Welcome: 7:02**

- A. In attendance: Sue Geiger, Walter Borys, Allison Thomas, Shelly McCoy, Barbara Hart, Jack Waber, Cordelia Rosazza, Lisa Sweet, Lori Holcombe, Suzanne Regnier, Agatha Lyons (Guest), Karen Jury (Public)

### **II. Adoption of Agenda**

- A. Sue added an item to the agenda under Old Business (neon sign).
- B. A motion to adopt the agenda with the one addition was made by Jack, seconded by Walter, the motion carried.

### **III. Friends of the Library Report – Lori Holcombe**

- A. Starting to receive donations for the online auction; Lori reached out to crafters and vendors (picked up two items). Should have nice selection.
- B. Tote bag sales seem to be doing well; may be ordering more.
- C. No July meeting; next meeting is August.
- D. Lisa Sweet has 2 Amish life prints to add to the auction.

### **IV. Guests**

- A. Agatha Lyons
  - 1. Process to hire new director
    - a) First meet with Agatha (board, staff, all together or separate). Perform a mini-SWOT analysis. What does the community recognize AGL for? What can we improve? This is best to conduct in person.
    - b) What are the qualifications and qualities we want to see in next Director? One required qualification – candidates must have librarian certification with an ALA accredited master's degree in library science. What else do we want to see? We need to review and update the job description.
    - c) Form committee (may be personnel or executive committee) to work on JD and posting. Kennett library is also recruiting for Director (looking nationally, which may be good since candidates will likely also see the AGL posting). Set salary range; post on CCLS, AGL websites; Agatha will include in email blast. It is, however, a hard time to be recruiting due to number of openings.
    - d) Upon receipt of applications, start interview process after reviewing. 2-part interview process; few people asking questions of applicant; 2<sup>nd</sup> interview bring back 3-4 candidates to interview with entire board.
    - e) Write offer letter, negotiate, hire.
    - f) Jack inquired if is there a budget for search? This is up to us. Can cost up to \$700 to sign up for package.
    - g) Sue noted we will form the committee tonight, open with staff, then follow up with Agatha.
    - h) Agatha will send packet outlining process to hire new director.

### **V. Minutes of 6/23/2021**

- A. No corrections
- B. A motion to approve the minutes made by Jack, seconded by Barbara, the motion carried.

## VI. Interim Director's Report – Lisa J. Sweet

- A. AGL Website
  - 1. 2018, 2019, 2020 annual reports are now posted as well as board meeting minutes 2/2021 – 5/2021.
  - 2. Added message re IRS form 990 (that it is available in library for viewing).
  - 3. Walter requested we add Board Meeting schedule on AGL website. Sue added we should include message that we are meeting via Zoom and include contact instructions to join.
- B. Statistics Update– Lisa is working with Rebecca Peck on financials. Need to learn system to run reports. From working circulation desk, can say AGL is busy.
- C. Notes of Interest
  - 1. Now video/DVD fee-free. People seem to be donating in place of fee.
- D. Summer fund-raising appeal – \$6,770.00 through 7/27/2021.
- E. Phone line – changed to auto-draft from checking account and lowered fees slightly in talking with Vonage.
- F. Youth Services – 2-3x purchased additional folders because program enrollment has been so high.
  - 1. Closing Summer Reading party 8/21 at Penn Township Park.
- G. Staff has been picking up circ desk coverage for Lisa.
- H. Lisa cannot be at board meeting next month.
- I. Walter commented on Katie's excellent job on social media.

## VII. Treasurer's Report - Cordelia Rosazza, Treasurer

- A. Endowment fund basically stayed the same. Will probably drop this month due to stock market drop (~ \$80k ahead of last year).
- B. Expenses look good; revenue on par with where it should be, but may drop due to elimination of fees. Hopefully fund-raising will offset. A few expenses are over budget; Cordelia and Lisa to review, but overall OK. Cordelia and Lisa will also clear up a couple of minor accounting issues.
- C. A motion to approve made by Shelly, seconded by Sue, the motion carried

## VIII. Old Business

- A. Maintenance issue with neon sign.
  - 1. Sue spoke with man who made it; he is reluctant to work on it. It's difficult for him to maintain it since he is in Philadelphia; provided reference in Drexel Hill, who will meet with Sue within the next few weeks to determine cost/requirements to keep it going. Designer said we may want to consider going to LED because it's lower cost and less maintenance.
- B. Trustee recruitment and development - Allison Thomas
  - 1. Question regarding the total number of board members and the number per municipality. Per Agatha, the Board should have at least 1 per municipality. A municipality may have more if they give 15% or more of contributions on annual report (only London Grove met this criteria). London Grove had 3 grandfathered / reduced to 2 after 1 left.
  - 2. No documentation in bylaws about the formula.
  - 3. Agatha will do some research on this to help us determine appropriate number based on contributions.
  - 4. Pat will review minutes to figure out background of board makeup.
  - 5. Once this is determined, the Board can finalize these documents and process.
  - 6. We also need to look at onboarding process for new director.
- C. DVDs and books on CD fee elimination effective 7/13/2021 (addressed in Director's report)

## **IX. New Business**

- A. None

## **X. Committees**

- A. Bylaws, Policy, and Employee Handbook Committee (B. Hart [chair], P. McKeon, L. Sweet, S. Geiger)
- B. Ad Hoc Committee for Trustee Recruitment and Development (A. Thomas [chair], P. McKeon, S. Geiger)
- C. Executive Committee (S. Geiger [chair], S. Regnier, P. McKeon, C. Rosazza)
- D. Finance Committee (C. Rosazza [chair], L. Sweet, S. Geiger)
- E. Fundraising Committee (S. Regnier and J. Waber, co-chairs; S. Geiger)
  - 1. Corporate Donations (W. Borys, B. Hart, P. McKeon)
  - 2. General Donations (B. Hart - Friends, L. Sweet – Annual Appeals)
    - a) Suzanne noted that we can apply again for CCCF; the deadline is 9/17. Sue suggested the Children's room because the A/C is very cold since it feeds off main library; maybe we can apply to grant so children's room can get own control. Sue will seek updated price. Agatha noted Keystone grant could be another option; A/C definitely fits with this. Suzanne indicated maybe John Lawrence could help pursue this. Agatha noted there are quick deadlines tied to this. Suzanne also noted main flipcause administrator has been changed from Lori S.
- F. Personnel Committee (S. Geiger [chair], S. McCoy, P. McKeon, S. Regnier, C. Rosazza)
- G. Space Planning Committee (S. McCoy [chair], B. Hart, L. Sweet, S. Geiger)
- H. Strategic Planning Committee (P. McKeon [chair], B. Hart, B. Murphy, A. Mustico, L. Sweet, S. Geiger)

## **XI. Other items for discussion**

- A. Recruitment of new Director
  - 1. Can only have 4 board members for director recruitment; will include S. Geiger, S. McCoy, P. McKeon, and S. Regnier. Must be less than quorum but should also include Lisa. Lisa will think about additional staff member to include.
  - 2. Finding the right candidate is more important than speed.
  - 3. Jack asked if this committee decides if we should do national search. Per Sue, this would come to Board to decide. The Board will be very involved in this process. National search raises questions such as whether we would pay for relocation, etc. Agatha recommends not doing national search to start.
- B. Walter noted in Denver the library has drive-through book drop box well away from library. Saipan library had paperbacks.
- C. Lisa – Teen volunteers have been active virtually throughout the pandemic, and in-person when outdoor programs started. Teen volunteer opportunities will likely increase if in-person programs start in the fall.
- D. Sue will not be at next month's meeting. Suzanne will lead.

## **XII. Public discussion**

- 1. A member of the public asked several questions regarding Board recruitment and the Director replacement process.

## **XIII. Adjournment**

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