

**Avon Grove Library Board of Trustees Meeting - Minutes
Wednesday, October 27, 2021, 7:00 pm – Zoom meeting
Submitted by Pat McKeon, Secretary**

- I. Welcome: 7:03
 - A. In attendance: Jack Waber, Walter Borys, Pat McKeon, Sue Geiger, Shelly McCoy, Allison Thomas, Suzanne Regnier, Barbara Hart, Cordelia Rosazza, Lisa Sweet, and Lori Holcombe
- II. Adoption of Agenda
 - A. Sue added VII. C - Director Search Committee Update
 - B. Motion to adopt the agenda with the addition made by Jack, seconded by Suzanne, motion carried
- III. Friends of the Library Report - Lori Holcombe, Co-President
 - A. Twenty-eight tote bags have been sold at the circulation desk
 - B. The Fall Auction has had some obstacles. The dates have been adjusted to November 1 - November 14. The items will be displayed at the library. Lori will discuss with Lisa and send an email to confirm the details. Sue and Jack will add items to be offered
 - C. Barbara added there was a question about the signage regarding wearing masks. Sue indicated that we are following the Chester County Health department guidelines. Lisa shared that we are using the same language as the borough
- IV. Minutes of 9/29/21
 - A. Motion to accept the minutes made by Barbara, seconded by Jack, motion carried
- V. Director's Report - Lisa Sweet, Interim Director (see attached)
 - A. Lisa reported that all statistics are good
 - B. The Winter Appeal letter was mailed out yesterday. She and Rebecca cleaned up the second page and it was printed on the back side of the letter, saving costs
 - C. There has been a need for a backup person for the processing manager. Rebecca Condliffe has been trained to do this now
 - D. Dates to note:
 - 1. 11/05 - Jenner's Pond Technology Outreach Program
 - 2. 11/15 - Cooks with Books (meal ingredient kit with read-a-long)
 - 3. Medicare Information Session (scheduled date pending)
 - E. Barbara shared all the ways that we are promoting the library's services, how to get library cards, etc, at Jenners Pond
 - F. Motion to accept the Director's Report made by Jack, seconded by Cordelia, motion carried
- VI. Treasurer's Report - Cordelia Rosazza, Treasurer (see attached)
 - A. No questions for Cordelia about last month's report
 - B. This month's report indicates the we are only exceeding the budget in electricity, everything else is on target
 - C. Although this month's earnings are down, we are up approximately \$100.000 for year in the Endowment Fund with Haverford
 - D. Right now we are under the 12% required spending in materials. Lisa will catch up over the next couple of months

- E. Cordelia indicated that our draw from the Endowment and Borough loan pay off should be done this month
 - 1. Sue suggested paying off loan in November
 - 2. Cordelia said we need to get the draw from the Endowment and then pay off the loan once the money is secured
 - 3. Walter recommended having the check presentation with dignitaries present (politicians, donors, etc)
 - 4. Sue will plan the presentation with Lisa once money is in hand and let the board know the details
- F. Motion to accept the Treasurer's Report made by Jack, seconded by Pat, motion carried

VII. Old Business

- A. Pay off library debt (see above)
- B. Employee Handbook changes
 - 1. Barbara reviewed the proposed hours and break changes from page 8
 - a) Motion to approve these changes made by Cordelia, seconded by Jack, motion carried
 - 2. Barbara reviewed personal time policy changes from page 16
 - a) Motion to approve the personal time changes in the handbook made by Suzanne, seconded by Pat, motion carried
 - 3. Committee will have more changes in November
- C. Director Search Committee Update
 - 1. Four applications: 2 didn't meet requirements, 1 interview held, 1 to be scheduled
 - 2. Extending deadline for applying for the position until 11/30
 - 3. Walter asked if we are having a hard time getting applicants for any particular reason
 - 4. Sue explained the process we are following

VIII. New Business

- A. 2022 Budget - see attached
 - 1. Sue commended the work done by Lisa and Rebecca Condliffe
 - 2. Cordelia and Lisa shared the details of the proposed budget
 - a) Lisa has requested increases in income from the municipalities
 - b) The figures have been extrapolated for other income sources based on a review from the last 5 years
 - c) Personnel expenses
 - (1) Salaries include the COLA increase which is 5.9% this year. Lisa calculated and included the employees qualifying for raises due to years of employment
 - (2) Lisa discussed increasing the medical benefits in the budget to 4 full time employees not 3 (new director)
 - d) Allison asked how the budget will be impacted if the municipalities don't increase their giving. Cordelia noted that this would not have a significant impact
 - e) Sue suggested putting aside money in the budget for an emergency fund with the source being any excess budget moneys and the typical draw from the Endowment Fund, creating a facilities reserve account
 - (1) Suzanne will find out and share the rate allowed for non-profits
 - f) Cordelia asked everyone to review the budget. Let Lisa and Cordelia know if the Board has questions. We will vote on the final budget in November

- g) Allison asked for a report of the use of materials by township to share with municipalities. Lisa will find out if this is available
 - h) Lisa will provide a wish list if there's a surplus
 - B. Plans for State Aid application (see form)
 - 1. The form has been filled out by Sue, Agatha and Lisa. It is recommended that our allotment be allocated for salaries and collections
 - 2. Motion to approve the form to be submitted for PA State Aid made by Jack, seconded by Cordelia, motion carried
- IX. Joe Montgomery recognition
 - A. Joe was a long-time, former Trustee. He passed away in August
 - B. He was a former treasurer, who did so much for our library
 - C. Sue recommended that we have a plaque made and hung in the library to honor him
 - D. West Grove Rotary might be interested in funding or partially funding a new sign for the library in his memory
 - E. Sue is working with Sheryl Franklin to gather information on the sign and will give the Board and the Rotary club more information
- X. Committees Reports - none
- XI. Other items for discussion
 - A. The search committee will hold the next interview on November 11 at 5:00
- XII. Adjournment - 8:20
 - A. Motion to adjourn made by Cordelia, seconded by Pat, motion carried