

Avon Grove Library Board of Trustees Meeting - Minutes
Wednesday, November 17, 2021, 7:00 pm – Zoom meeting
Submitted by Pat McKeon

- I. Welcome: 7:00
 - A. In attendance: Pat McKeon, Allison Thomas, Susan Geiger, Lisa Sweet, Jack Waber, Suzanne Regnier, Cordelia Rosazza, Barb Murphy, Barbara Hart, and Shelly McCoy
- II. Adoption of Agenda
 - A. Lisa asked to add Giving Tuesday to new business
 - B. Allison asked to add a follow up to the reports Lisa provided regarding library use by municipality under new business
 - C. Motion to adopt the agenda with additions made by Jack, seconded by Barbara, motion carried
- III. Friends of the Library Report - Barb Murphy, co-president
 - A. The silent auction going on now, all items have bids. The auction ends on November 20
 - B. They want to start planning a spring fundraiser
 - C. Barb discussed whether they should wait for the new director to be hired to plan future events and how to spend the money they raise
 - D. Sue and the board agreed that it was OK to wait until a new director hired
 - E. There is no meeting in December
- IV. Minutes of 10/27/21
 - A. Sue noted that the correct spelling for Sherrill should be corrected
 - B. Motion to accept the October minutes with corrections made by Jack, seconded by Barbara, motion carried
- V. Director's Report - Lisa Sweet, Interim Director (see attached)
 - A. Lisa indicated that all statistics on par with expectations
 - B. So far the Winter Appeal has raised \$5,460.00
 - C. The PaLA is holding a forum on book challenges on November 30. Lisa, Mikaela, Sue and Allison are planning to attend
 - D. New spine labels indicating bilingual materials are being added
 - E. Upcoming Programming - Medicare informational meeting on 11/20, Cooks with Books in December
 - F. Motion to accept the Director's report made by Pat, seconded by Allison, motion carried
- VI. Treasurer's Report - Cordelia Rosazza, Treasurer (see attached)
 - A. We are doing well in all areas
 - B. The Haverford draw came on 11/8
 - C. TD Bank has a healthy balance, we will be OK for January expenses before our revenue begins to come in
 - D. Presentation for loan payoff
 - 1. Sue asked if Lisa and Rebecca could find the big check, then get a date from Greg for the ceremony
 - 2. Sue suggested that Lisa Sherwood make a contact at the local paper to cover the event

3. We'll hold the ceremony in library after hours, in January and will include donors, as well as officials from our municipalities
4. We will pay the actual check now
- E. Revenue and Expenses are on target. Cordelia expects we'll receive the final check from Penn Township, as they pay quarterly
- F. We are off a about \$2000 off in the 12% expenditure on materials. Cordelia suggested additional spending these last two months of the year to meet that goal
- G. Pat asked about the final row on the balance sheets that is in red. Cordelia indicated that those numbers indicate a credit not a deficit, despite the red font
- H. Sue suggested that the board members don't need to have all the balance sheets in the board packet. She requested the revenue and expenses sheets be sent to the board, not the balance sheets. However, Cordelia and Sue need to receive all of the reports
- I. Motion to accept the Treasurer's report made by Pat, seconded by Jack, motion carried

VII. Old Business

- A. 2022 Budget
 1. Lisa sent the revised budget
 2. Sue asked where the surplus from this year will go. Cordelia suggested taking out the 3% increase from municipalities and put the surplus in a facilities reserve account. She asked how that would show up in the budget. Another option would be to bump up other categories
 3. This needs to be finalized before voting
 4. Sue asked Lisa to find out from CCLS how to set up a facilities reserve account. Suzanne sent information that a facilities reserve account could be up to 2.6% of the facility value. A discussion about what amount that might be since we don't own the building. Joe Sherwood might be able to provide recommendations
 5. Jack noted that we have to know what our facility responsibilities are. Then we can assess/forecast what our needs are and create the account accordingly. Discussion followed
 6. The budget vote was tabled until the December meeting
- B. Plans for State Aid application
 1. This form was submitted
- C. Joe Montgomery recognition
 1. Sue requested that we get a plaque made. Sue will provide the verbiage and Rebecca will order it
- D. Cordelia shared the discussion she had with Avondale borough regarding the book that was creating an issue within the community.
 1. She explained where the book is shelved now. The borough members suggested that books like this not put on public display (new book shelves) and suggested a policy about the display of these types of materials was needed.
 2. Much discussion followed
 3. It was agreed that the forum being held by PaLA on the 30th will provide informations regarding this issue. Those attending the forum will report back in December

VIII. New Business

- A. Employee Handbook changes (see handout)
 1. Barbara explained the changes recommended

2. Motion to accept the revisions to the Employee Handbook made by Jack, seconded by Cordelia, motion carried
- B. Giving Tuesday
1. Suzanne shared what she did last year and said she unlocked the page in FlipCause. Sue asked for a volunteer to run this fundraiser. Cordelia offered to do this and it was suggested that Katie could help
- C. Municipalities Usage Reports
1. Allison thanked Lisa for providing the reports. She will create a template with Shelly for each of the municipalities, which will be shared with the municipalities by their respective board members
 2. Allison has questions about some of the data and Lisa shared how the CCLS ran the reports. Lisa will give information to the CCLS contact to answer Allison's questions
- D. Overcoming Barriers to Fundraising by Chad Barger, CFRE
1. Pat presented highlights from the presentation (see handout)
 2. Suzanne offered to share the fundraising plan she is in the process of creating
 3. Suzanne commented that FlipCause can help provide the resources that were recommended in the workshop regarding donor connections and information, once the data is entered
 4. Lisa shared the ideas that she and the library staff have that will apply some of the outreach suggestions from the presentation
- IX. Committee Reports - none
- X. Other items for discussion
- A. Sue shared concerns about board communication. She requested confirmation of receipt of the emails that she sends
 - B. Update on Director search: Sue shared that there are three upcoming interviews scheduled
- XI. Adjournment
- A. Motion to adjourn at 8:40 made by Suzanne, seconded by Cordelia, motion carried