

**Avon Grove Library Board of Trustees Meeting - Minutes
Wednesday, February 24, 2021, 7:00 pm – Zoom meeting
Submitted by Pat McKeon**

- I. Welcome: 7:02
 - A. In attendance: Pat McKeon, Shelly McCoy, Cordelia Rosazza, Walter Borys, Barbara Hart, Sue Geiger, Suzanne Regnier, Jack Waber, Lori Schwabenbauer, Barb Murphy, and Joseph Sherwood
- II. Adoption of Agenda
 - A. Motion to adopt the agenda made by Jack, seconded by Suzanne, motion carried
- III. Guests - Joseph Sherwood, CCLS Executive Director
 - A. Governor's budget is under development; we still need to reach out to our legislators
 - B. Funding Task Force still working on their revisions
 - C. Auditors are finished at CCLS
 - D. Discussion: Libraries of the Future
 1. Joe emailed an article on this topic - please read
 2. Joe's highlights/watch words
 - a) Pay attention to community needs, demographics & engaging with the community
 - b) Partnerships (both parties should get something of value)
 - c) Services - be willing to try new things; adaptability and flexibility are key
 - (1) physical to virtual trend will continue
 - (2) changes in private ownership - what does the library have that homeowners no longer have (e.g. - faxes, printers)
 - (3) be aware of licensing issues and copyright
 - d) Communications channels, such as social media: be aware of and responsive to what your community is using; social segmentation can help target specific audiences
 - e) Funding - there will be changes in revenue streams
 - f) Consistence and convenience: when people change their habits, they don't change them back easily; they will continue to expect some of the new services we're providing
 - g) The Library building
 - (1) need for flexible and adaptable spaces (shelves on wheels? small tables? remote storage?)
 - (2) small, collaborative workspaces
 - (3) libraries are louder now; create space where it's quiet
 - (4) maintenance issues and HVAC needs, e.g. air purification systems
 - h) Staffing
 - (1) more automated processes will free up staff so they can interact with public
 - (2) multi-training, retraining, removing clerical/repetitive tasks
 - (3) reviewing policies to keep things legal as laws change
 - (4) look at needed skills when hiring: more soft skills, people skills will be needed
 3. Joe's predictions

- a) Physical materials will decline, but still be important, especially for children
 - b) Curbside and non-contact services will continue
 - c) Community gathering spaces will remain important
 - d) Staff education & retraining around virtual platforms will be important
 - e) More efficient use of technology and processes will be key
 - f) Re-envision the space that you have – get input from the community about what services they value the most & how they want to access them
 - g) People (our staff) remain our most important capital
- IV. Friends of the Library Report - presented by Friends Co-President Barb Murphy, Board Liaison Barbara Hart
- A. Barbara Murphy reports that the Friends are creating a newsletter which will be distributed soon
 - B. They plan do another online silent auction in the spring or early summer
 - C. The Friends will be holding a non-bake bake sale fundraiser on election day
- V. Minutes of 1/27/21
- A. Motion to accept the January minutes made by Cordelia, seconded by Shelly, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director, see attachments
- A. Lori shared examples of patrons expressing appreciation for being open and offering shelf access
 - B. The library directors have been talking about the need for double masking, nothing has been decided at this point
 - C. Statistics - circulations figures are up from December. There was a 2.3 percent loss from January, 2020, which was better than expected
 - D. April 4-10 is National Library Week
 - E. Deposit for February was over \$34,000, our fundraising goal is already 1/3 of the way toward the budgeted goal
 - F. Collections - Lori is deaccessioning the music cds collection. It has been getting very limited use, so she will be offering them to a hospice program, as well as offering them to staff and board members
 - G. Youth Services news
 - 1. there is a storytime every weekday
 - 2. pop-up story times will be held at the Penn Township Park this spring
 - 3. the Lego challenge and many other programs are ongoing
 - 4. Adult programs are continuing as well - see the monthly calendar
 - H. Lori received a special email from a customer praising the services and programs, especially during COVID
 - I. Motion to accept the Director's Report made by Jack, seconded by Cordelia, motion carried
- VII. Treasurer's Report - Cordelia Rosazza, Treasurer, see attachments
- A. The budgeted amount remaining is 91 percent
 - B. Cordelia suggested we keep an eye on electricity and maintenance expenses
 - C. We have received the money from the federal Employee Retention Credit program
 - D. There was a decrease in the Haverford Fund this month

- E. Lori reports that the loan repayment bill received from the borough is less than we thought it should be. Lori is going look into this
- F. Motion to accept Treasurer's Report made by Jack, seconded by Suzanne, motion carried

VIII. Old Business

- A. Fundraising reports and 2021 plan - Suzanne Regnier
 - 1. Jack, Pat, Walter and Suzanne have been contacting significant and moderate donors. This creates a touch and they are hoping to get feedback to use for marketing and fundraising purposes
 - 2. Flipcause - there are 183 records currently in the system; we will add the municipalities so they can receive consistent communications from us
 - 3. Library Week - opportunity to reach out
 - 4. Library is available to accept bequests. Walter reminded us about this, suggesting that we encourage people to make bequests to specific areas
 - 5. Suzanne noted that we should revisit the topic of a heritage society (Hutton family)
 - 6. Suzanne suggested tweaking website to move the "support us" page to make it more accessible

IX. New Business

- A. Discussion: "Board Governance 101" - Susan Geiger
 - 1. will discuss in March, send questions to Sue
- B. Discussion: Board committees - Susan Geiger
 - 1. Proposed committees and chairs:
 - a) Executive - Sue
 - b) Financial - Cordelia
 - c) Space Planning - Shelly
 - d) Fundraising - Suzanne, Jack
 - e) Strategic Plan - Pat
 - f) Board Recruitment - ?
 - g) Personnel - ?
 - h) AG Library 2031 Committee (Long Range Planning) - Walter
 - i) Bylaws/Policy/Employee Handbook - ?
- C. Information sharing from Professional Development Sessions - Lori Schwabenbauer
 - 1. Developmental Roundtable fundraiser suggestion
 - a) Phoenixville Library - author event , in the works
 - (1) suggesting a systemwide virtual event with author Riley Sager
 - (2) organized by an outside company
 - (3) marketed systemwide and locally
 - (4) individual library's profit based on participation
 - 2. Webinar on getting and retaining donors
 - a) Lori shared the topics that were new to her from the program

X. Current committees - no reports

XI. Other items for discussion - none

XII. Adjournment

- A. Motion to adjourn at 8:33 made by Suzanne, seconded by Cordelia, motion carried