

Avon Grove Library Board of Trustees Meeting - Minutes
Wednesday, May 26, 2021 , 7:00 pm – Zoom meeting
Submitted by Pat McKeon

- I. Welcome
 - A. In attendance: Pat McKeon, Allison Thomas, Suzanne Regnier, Sue Geiger, Shelly McCoy, Barbara Hart, Walter Borys, Cordelia Rosazza, Lori Schwabenbauer, Lori Holcombe (Friends, arrived late)
- II. Adoption of Agenda
 - A. Motion to adopt the agenda made by Suzanne, seconded by Shelly, motion carried
- III. Guests
 - A. Karen Jury, member of the public
- IV. Friends of the Library Report - given by Lori Schwabenbauer
 - A. The Friends are selling 12-15 book bags for \$18.00 at circulation desk. These were created by Sherrill Franklin
 - B. They didn't do an unbaked bake sale at Primary, but may do one around July 4
- V. Minutes of 4/28/21
 - A. Motion to accept the minutes made by Barbara, seconded by Suzanne, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director (see attached)
 - A. Lori shared the changes in COVID rules at the county's libraries
 - B. Community Advisory Board for the Southern Chester County Regional Police Department- Lori attended last evening
 1. The purpose is to improve community relations rather than community policing
 2. Various constituents were represented
 - C. Lori served on the recent PaLA CRD Panel on employment issues. She shared what that involved
 - D. Circulation statistics continue to improve. Avon Grove continues to compete well with larger libraries
 - E. Summer fundraising appeal has gone out
 - F. Summer reading program will be part in person and part online. Adults will be included again this year. The kickoff is June 19 at Penn Township Sports Park. There will be two sessions (am and pm)
 - G. Novel Tea Event
 1. We are currently selling tickets and our library has sold 5 tickets so far.
 2. Sue has contacted donors about free tickets, no takers so far.
 3. Suzanne offered that we can start a fund for trustee donations to recognize significant donors. Sue elaborated on this suggestion. \$500.00 is to be the threshold for donors. Suzanne suggesting creating parameters. She will create them. Lori will find out how to set up the budget line with CCLS
 - H. Staff update
 1. Mikayla has made good progress with outreach to the Hispanic population. She created a survey to get feedback from this group.
 2. She will attend our meeting next month.

3. Mikala has been doing prerecorded readings as well as pop-up story times.
 4. Sue asked for a job description for Mikala's position.
 5. Karen Jury shared how she has been involved with the outreach program to the Hispanic community.
 6. Mikayla is working with Mighty Writers, who are now doing a weekly food distribution and a Mighty Folder program for kids. She wants to have a library packet to give out that will include a free book (taken from library donations and culled children's books).
 7. Mikala will attend the 21st Century Initiative to promote the library
- I. Motion to accept the Director's Report by Pat, second by Cordelia, motion carried
- VII. Treasurer's Report - Cordelia Rosazza, Treasurer (see attached)
- A. Cordelia reports that the Endowment is looking very good right now
 - B. The State's allotment has been received. Our income looks good
 - C. Expenditures
 1. The electric bill still seems high
 2. A change was made to the equipment expenses - moving the HVAC maintenance contract to the Equipment Maintenance Agreement line in budget
 - D. The 990 should be made available to the public
 - E. Motion to accept the treasurer's report made by Suzanne, seconded by Shelly, motion carried
- VIII. Old Business
- A. Review of COVID restrictions
 1. Lori discussed relaxing the current restrictions
 - a) Masking remains in the state mandates
 - b) Chester County has 73% vaccinated with one dose (5/21)
 - c) Lori would like to relax mask mandates as of June 15 for the staff and public
 - d) It was suggested that creative signage should be used to communicate this
 - e) Allison pointed out concerns about kids who aren't vaccinated. It was noted that no children's programs are currently occurring indoors
 - f) The board agreed that Lori's recommendations should be implemented
- IX. New Business
- A. Sue asked that we discuss when we would begin meeting in person. It was decided this would be postponed until the end of the summer
 - B. Credit card for library purchases
 1. Sue gave background regarding past discussions about acquiring a credit card
 2. Cordelia expressed reasons why it's a good idea to get a credit card. She recommended that Lori be the authorized user and a board member receive the statement
 3. Lori explained the current situation
 - a) Currently have a debit card with accompanying balance limitations
 - b) Many expenditures are now by debit/credit card
 - c) Overdrafts have occurred and a credit card would eliminate that
 - d) This would not be an imprest account

4. Sue shared that she is favor of this and suggested that Cordelia be the manager and receive the statement
 5. Sue asked Lori to explore the options for getting a card. It was agreed to keep it with Citizens Bank
- C. Account for trustees to donate for targeted purchases (see above)
- D. Trustee Recruitment - Allison
1. Allison has done lots of review and rethinking of the Trustee policies
 2. Sue and Lori are looking into the number of trustees which should be allocated to each municipality
 3. See the three documents that Allison created
 - a) One job description
 - b) One for municipalities
 - (1) The question was asked regarding the number of municipal meetings trustees should attend. It was agreed one a year is sufficient, but more if needed
 - (2) Allison would like statistics specific to each municipality. Lori can do some, but not sure about e-materials
 - (3) Suzanne suggested also sharing anecdotal stories
 - c) One PowerPoint
 - d) Board members are asked to review these files and give comments to Allison before the next meeting
- X. Committees
- A. Bylaws, Policy, and Employee Handbook Committee (B. Hart [chair], P. McKeon, L. Schwabenbauer, S. Geiger)
1. Met and discussed the first section, second half will be submitted to committee early in August. It will be presented to the Board at the August meeting and approved in September
- B. Ad Hoc Committee for Trustee Recruitment and Development (A. Thomas [chair], P. McKeon, S. Geiger)
1. Discussed above - IX, D
- C. Executive Committee (S. Geiger [chair], S. Regnier, P. McKeon, C. Rosazza) - no report
- D. Finance Committee (C. Rosazza [chair], L. Schwabenbauer, S. Geiger) - no report
- E. Fundraising Committee (S. Regnier and J. Waber, co-chairs; S. Geiger)
- a) Suzanne shared what she learned about the Keystone Grant. She suggested we do an assessment of the building and perhaps apply for a Keystone grant in 2022 for facility improvements. This would give us time to plan for matching funds
 - b) If Board members reach out to donors, they are requested to share with Suzanne so she can enter the contact into FlipCause
 - c) The general appeals in FlipCause should be revisited
2. Corporate Donations (W. Borys, B. Hart, P. McKeon) - no report
 3. General Donations (B. Hart - Friends, L. Schwabenbauer – Annual Appeals) - no report
- F. Personnel Committee (S. Geiger [chair], S. McCoy, P. McKeon, S. Regnier, C. Rosazza) - no report

G. Space Planning Committee (S. McCoy [chair], B. Hart, L. Schwabenbauer, L. Sweet, S. Geiger)
- no report

H. Strategic Planning Committee (P. McKeon [chair], B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer, S. Geiger) - no report

XI. Other items for discussion

A. Lori Holcombe (Friends) shared their progress with the online fundraiser. She noted they are having a hard time with getting items

XII. Adjournment

A. Motion to adjourn at 8:37 made by Cordelia, seconded by Pat, motion carried