

**Avon Grove Library Board of Trustees Meeting
Minutes
Wednesday, April 24, 2019
7:00 PM, Community Room**

- I. Welcome: 7:00
 - A. In attendance: Judy Porta, Suzanne Regnier, Walter Borys, Sue Geiger, Pat McKeon, Shelly McCoy, Lisa Zawada, Barbara Hart, and Lori Schwabenbauer
- II. Adoption of Agenda: Motion to adopt the agenda made by Shelly, seconded by Suzanne, motion carried
- III. Guests: Michaela Hampton, Octorara senior, who is shadowing jobs at the library
- IV. Friends of the Library report - Joyce Ford, President
 - A. The Wine Tasting and Silent Auction at Twelves very successful. They auctioned all items and sold all the tickets, raising \$2746
 - B. Other plans:
 1. Sherrill Franklin will be creating simple bookmarks for the Friends to give away that include information about the Friends
 2. They will continue to sell book bags, but will wait until the new logo is created to order the next batch
 3. The breakfast held for the staff during National Library Week was a success
 4. Primary Election Fundraiser - will sell pretzels and bottle water at Penn Township
 5. They will have a table at the Penn Township National Senior Health and Fitness Day on May 29
 6. They plan to hold a bake sale at the summer reading kick-off
 7. They are considering holding a run at Goddard Park in the future
 8. Plans are in the works for a Mystery Night at the Library in the fall
 9. The Friends have questions about the fundraisers that the board might organize and whether they are reaching out to the bigger spenders
 - a) Sue responded that the board's fundraising goals include municipalities, grant writing, and fundraising
 - b) Suzanne suggested that a calendar could be created to coordinate all fundraising events so that conflicts are avoided
 - c) As we move forward the board would like to work together with the Friends on fundraising events
 10. It was suggested that the board recognize the work that the Friends of the Library is doing in the fall

- V. Acceptance of the Minutes from March 27, 2019: Motion to accept the minutes made by Judy, seconded by Lisa, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director, see attached
 - A. Lori reported on the SCCON coalition meetings. Participation on this committee fits with our Turning Outward and Strategic Plan strategies for involvement in the community
 - B. She announced a new artist, whose work will be on display through July - Jennifer Lex Wojnar
 - C. Lori is planning to attend the ALA Annual Conference in Washington, DC. The library would pay the cost of this conference in June
 - D. National Library Week - Why I Love the Library question was posed with may interesting responses given
 - E. The Spring Bulb Fundraiser raised \$255.00. Lori plans to do this again in the fall
 - F. Statistics - see report
 - 1. Lori recommends we keep the seven computers that we have as their use has increased
 - 2. The wifi gets heavy use
 - 3. Some circulation numbers are down compared to last year, but program attendance was higher
 - G. District
 - 1. Funding formula task force is being formed
 - a) See the CCLS Funding Formula spreadsheet which is sample/example of what the funding may look like
 - 2. Service area changes will be voted on at the May CCLS Board meeting
 - 3. See the list of save the dates for CCLS and other organizations' events
 - 4. Summary of the CCLS Annual Report handout - shows all the libraries comparing 2018 statistics and data. Avon Grove holds up well in children's programming and attendance
 - H. Motion to approve the Director's Report made by Pat, seconded by Barbara, motion carried
- VII. Treasurer's Report - Judy Porta, Treasurer, see attached
 - A. February Final report had a couple of changes to the preliminary report given last month

- B. Judy commented that she is not getting the final report from CCLS in time to create the final report for our meeting. Sue will contact Joe regarding this
- C. March Preliminary Report
 - 1. Goal for March - 25% of budget, income is at 41%, expenses are at 31%
 - 2. Haverford report will come with the final March report. Judy noted that we now have a \$25,000 CD and that the account total is up to about \$800,000
 - 3. We have \$66,000 cash on hand as of now, which is the equivalent of two months' expenses
 - 4. New London Township has paid in full. Shelly asked if the municipalities have a deadline. Sue said she believes that the municipalities should pay their allotment by August 30. Sue will confirm this with Joe
- D. Motion to accept the Treasurer's Report made by Pat, seconded by Barbara, motion carried

VIII. Old Business

- A. Municipal support review - see handouts
 - 1. More than half the municipalities are giving \$5 per capita based on the 2010 census. The report included the support per card holder amounts
 - 2. Local Municipal Library Support Compared with Oxford and Kennett
 - a) It was noted that the decrease in card holder percentages from 2017 to 2018 was due to purging the system of cards unused for 3 years or more
 - 3. Sue noted that all of the positive things the library is doing must be communicated at the municipality meetings. Lori said that we should be promoting the library programs' educational aspects. We have to make a case about why we are important to the municipalities and our community
- B. Negotiations with West Grove Borough - no update
- C. Trustee Orientation at CCLS will be held on June 5. All trustees must attend at least once

VIII. New Business

- A. Outreach for fundraising to municipalities, local entities - see VIII, A above
- B. Petty cash/Imprest fund
 - 1. The board must approve the procedure for this fund
 - 2. Lori explained that the Citizens Bank account was opened for the purpose of accepting PayPal payments and a library debt/credit card was attached to the account. CCLS needs to receive an accounting of this. The summer outdoor

movies companies used a credit card payment to secure the dates. Lori realized that we would need money added to the account to pay the movie provider. She did this last year with no problem. This year CCLS inquired about this account and did not send the money that Lori requested for transfer into it. The account was overdrawn because the county didn't send the check. Lori noted that she should have kept track of the money being paid out of that account. The Vonage phone bill is currently being paid out of this account. Joe Sherwood said this is an "imprest" account and needs a record that the board has approved procedures for it.

3. Judy noted that the original intent for the account was to be for "ins and outs" and incidentals. It was not intended that bills would be paid from this account. She stated that we should not pay regular bills from this account
4. We need to stress our concerns with CCLS regarding the payment of bills on time, because the phone bill should be paid through CCLS in a timely fashion. Sue suggested that Lori contact Vonage and see if they will work with us on the due date and that the bill should be paid through CCLS
5. Judy made a motion that we limit upper account balance to \$1,000.00 in the Citizens Bank account. Beyond that limit, the money will be transferred to the donations line of the TDBank account. Credit card purchases through this account should not exceed \$100.00. Expenditures beyond \$100.00 should be approved by the Executive Committee on an emergency basis. Suzanne seconded, discussion was held and the motion carried
6. It was reiterated that any expenses that are monthly/regular payments should go through TDBank.
7. The petty cash line on our account balance sheet is more than \$900 and should only be \$100 or less. Lori will be sending the receipts for petty cash expenditures to the business office. Once she sends these to CCLS, the amount on the balance sheet will come down under \$100.

C. Grants Committee

1. Suzanne and Shelly will make up this committee

D. Fundraising Committee

1. Suzanne suggested we need a job description for this. Sue will contact Jack Hines to get suggestions
2. Once a job description is developed, members will be filled

E. Suggestions from Trustees for fundraisers

1. Barbara
 - a) Sales of local author's books
 - b) Choose prints from a framing store in Exton to sell and we receive 30% of the sales
 - c) Antiques Roadshow style event - person pays to learn what the item is worth. We get the money from the registration and the appraiser gets the opportunities that may come from being there
 - d) Estate sale - already priced items which are donated and we keep the proceeds
2. Lisa
 - a) Dining for families at local restaurants which then give a percentage of sales to the library
 - b) Car wash - use students who need service hours
3. Shelly
 - a) Sell note cards with local themes (mural in room)
 - b) Teach a holiday craft class for a fee – e.g., creating greenery trees
 - c) Decorated fire hydrants or Dansko shoes - different organizations create and then are displayed throughout the community
4. Pat
 - a) Selling items at night out events, e.g. t-shirts, glow sticks, etc.
 - b) Reminder that board members need to be donors to our organization and should be donating something annually
5. Sue
 - a) Paint and Sip event
 - b) Race/Walk - may partner with Friends
 - c) Board Game Tournament - pay to play
6. Walter
 - a) We need to balance revenue with expenses - more revenue from the municipalities, bigger moneymaking opportunities, sponsorships
 - b) Cut expenses if revenue is not there, e.g. not fill vacancies
7. Suzanne
 - a) Budget Relief Drive – e.g., people have the opportunity to purchase/sponsor a magazine subscription for the library
 - b) Bookplate donation

- c) Suzanne offered board members the opportunity to vacation for a week in September at their property in Maine for \$650.00. Suzanne and her husband will donate the money to the library
- d) Mini-golf tournament in the library (Suzanne and Judy)
- 8. Judy
 - a) Casino Night
- 9. Lori
 - a) Duck Race
 - b) Beer tasting and cheese tasting
- 10. Sue requested that Pat create a list and send it out for the board to vote on, narrowing it to three and prioritizing need

IX. Committee reports

- A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet, R. Thompson) – soon to be reconvened
- B. Fundraising and Grants Committee (J. Porta, W. Borys, J. Ford, S. McCoy, S. Regnier, R. Thompson) - see above
- C. Personnel Committee (S. Geiger...) – *on hiatus*
- D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta) – no report
- E. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) – no report
- F. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - next meeting scheduled for May
- G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer) - no report
- H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer) - no report
- I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet) - Penn State Workspace April 25 and 26, 2019

X. Adjournment: 9:10 PM

- A. Motion to adjourn made by Judy, seconded by Suzanne, motion carried