

**Avon Grove Library Board of Trustees Meeting Minutes**  
**Wednesday, August 28, 2019**  
**7:00 pm – Community Meeting Room**

- I. Welcome: 7:00
  - A. In attendance: Don Slesinski, Judy Porta, Suzanne Regnier, Sue Geiger, Pat McKeon, Lisa Zawada, Cordelia Rosazza, Barbara Hart, Lori Schwabenbauer, and Joyce Ford; Walter Borys by phone
- II. Adoption of Agenda
  - A. Motion to adopt the agenda made by Suzanne, seconded by Barbara, motion carried
- III. Guests - Lydia Holiat
- IV. Avon Grove Endowment Fund - Lydia Holiat, Haverford Trust VP and Portfolio Manager
  - A. Lydia shared the growth within our portfolio, which consist of A-rated companies that pay dividends
  - B. There are still risks in the market, but our funds are invested for growth
  - C. Dividends are being used for a cash cushion
  - D. Lowering fees inside the portfolio: if we transfer to a mutual fund (Haverford Quality Growth Fund) the fee would be .82. Don expressed concern about the risk in making that transition at this time. This is just for our information right now
  - E. Don suggested that we should have an investment strategy in writing
- V. Friends of the Library Report - presented by Joyce Ford, President
  - A. Joyce thanked Suzanne and her family for supplying the equipment and supplies for the popcorn sales at the movie nights. They raised around \$600. Sue noted that we should be mindful not to take advantage of Suzanne and her family's time and generosity.
  - B. Mystery Night update - They will be selling 50 tickets at \$30 each. \$5 each goes to the actor's group. The Friends need volunteers to lead groups to interview each suspect. They will have refreshments and raffles. Joyce sent around a signup sheet for volunteers
- VI. Minutes of July 24, 2019
  - A. Motion to approve the July minutes made by Judy, seconded by Barb, motion carried.
- VII. Director's Report - presented by Lori Schwabenbauer, Director (see attached)
  - A. Update on National Night Out - The police gave the dunk tank proceeds to the library this year. It amounted to \$500.00
  - B. The final in-house count of the summer program was 448 participants. Some more will be added once the outreach participants are figured in.
  - C. The Summer Fundraiser has raised \$7790.00 so far
  - D. Lori and a number of board members reached 5 out of 7 municipalities so far with funding requests for \$5 per capita.
  - E. The statistics are even with the previous year
  - F. The annual CCLS Legislative Breakfast is September 20th in Exton. Sue, Don and Walter will go

- G. The next SAC meeting is November 12th. Cordelia will attend
- H. Lori shared the CCLS Funding Task Force deliverables (see handout)
- I. Motion to accept the Director's Report made by Suzanne, seconded by Cordelia, motion carried

VIII. Treasurer's Report - Judy Porta, Treasurer (see attached)

- A. Magic number this month is 58%
- B. Penn Township gave \$1500 to the summer Movie Nights
- C. We still have \$20,000 to withdraw from the Avon Grove Endowment Fund for this year's draw
- D. Our expenditures are on target
- E. The Ringler-Wurm Family Foundation donation of \$3,039.66 is in
- F. Balance sheet - \$50,000 in bank, Avon Grove Library Endowment balance is \$832,015.61, and the cash and money market total is \$60,748.22
- G. Motion to accept the Treasurer's Report made by Cordelia, seconded by Pat, motion carried

IX. Old Business

A. 2019 Budget

- 1. Shortfall discussion - We will use ready cash to meet these expenditures
- 2. The 2020 budget will be done differently. The board will give Lori an amount of money with which to build the budget. This will prevent a shortfall from occurring next year
- 3. Don suggested we should have a capital account

B. Fundraising Committee leadership

- 1. Organization chart
  - a) Fundraising Chair is the President
  - b) Four committees - General Donations, Corporate Donations, Grants, and Events
    - (1) each member of the board must put themselves on at least one of these committees
    - (2) the sheet was passed and board members selected a committee to serve on
  - c) The committees will meet regularly
- 2. This will be organized more at the September meeting

C. West Grove Borough building lease update

- 1. John (our attorney) sent Greg (West Grove Borough manager) some verbiage as an addendum to the lease. It included a footprint for general maintenance, the percentage of maintenance of the common space and nothing for structural maintenance
- 2. Lori noted that responsibility for the restrooms should be specified in the plan
- 3. Don noted that HVAC should be considered structural
- 4. Walter said we need to spell out mechanical systems. For example electrical systems are not structural

X. New Business

- A. "Great People Make Great Libraries" report - presented by Pat McKeon

1. Pat discussed the books that we have received that provide information and resources to the Board. Lori will create a shelf for books we can share
  2. Pat explained the functions of the Board, which include:
    - a) Leadership
    - b) Legal Oversight
    - c) Operational Oversight
    - d) Board Mechanics
  3. She reviewed several sections from the Leadership at a Glance handout provided by CCLS, including Duty of Care, Duty of Loyalty, and Duty of Obedience
- B. Programming Policy Development
1. We need to come up with a policy that says what programs we will or will not sponsor or support at the library
  2. We need to know restrictions that may already exist regarding library programming
  3. The Policy Committee will create a draft of this policy
- C. CCLS Funding Formula (see handout)
1. We are getting a little over \$15,000 more than last year in our 2020 funding from the county and state
  2. Lori explained the components of the funding formula
- D. Establish date for combined Nov/Dec meeting - December 4, 2019
- E. Money from National Night Out
1. \$500.00 from the police dunk tank
  2. \$274 popcorn, pretzels and water sales
- F. Casino Night -
1. Fundraiser proposal from Judy
    - a) Friday, November 8 is available for a 3-hour event at the library
    - b) This event is run by Casino Games Plus which provides everything
    - c) Judy proposes that we sell 50 tickets at \$60.00 each. This includes the chips to play. Winnings are exchanged for raffle tickets to use for auction items
    - d) The cost is \$1400 per table. Judy suggested we could get sponsors to cover tables
    - e) Board members would need to take responsibility for different components of the event
    - f) To secure this date we need to provide a deposit of \$700
  2. Discussion
    - a) We must double-check with the borough to see if they will allow this type of event
    - b) Concerns were expressed about the timeframe and the ability to secure sponsors.
    - c) Judy said that this would require a minimum amount of work
    - d) Motion to do a Casino Night fundraiser on November 8 made by Judy, seconded by Don. The vote was tied

- e) Sue will contact Shelly McCoy for her vote and will provide the deciding vote after that

#### XI. Committee reports

- A. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) - is going to meet soon
- B. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer) - no report
- C. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet) - no report
- D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta) - no report
- E. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer, D. Slesinski) - met and discussed the shortfall. It has been resolved. Sue would like to meet with the committee before September's board meeting
- F. Fundraising Committee - see above - IX, B
- G. Grants Committee (S. Geiger, S. McCoy, S. Regnier, L. Schwabenbauer) - Suzanne and Shelly are working on two grants
- H. Space Planning Committee (S. McCoy, B. Hart, L. Schwabenbauer) - met
- I. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - will meet in September
- J. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet) - next workspace is September 19 - 20

#### XII. Adjournment

- A. Motion to adjourn at 9:15 made by Cordelia, seconded by Suzanne, motion carried