

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, February 26, 2020
7:00 pm in the Community Meeting Room

Submitted by Pat McKeon

- I. Welcome: 7:01
 - A. In attendance: Suzanne Regnier, Shelly McCoy, Jack Waber, Sue Geiger, Walter Borys, Barbara Hart, Cordelia Rosazza, Pat McKeon, Lori Schwabenbauer (Director), and Joyce Ford (Friends)
- II. Adoption of Agenda - motion to adopt the agenda, with one correction, made by Suzanne, seconded by Cordelia, motion carried
- III. Guests - none
- IV. Friends of the Library Report - Joyce Ford, President
 - A. Spring fundraiser planning is making good progress. Tickets, at \$35 each, will go on sale March 1
 - B. They will hold primary election day bake sales (West Grove and Penn Township) on April 28th
 - C. The Friends will host a staff appreciation breakfast in May
- V. Minutes of 1/22/20
 - A. Motion to accept the minutes from January made by Cordelia, seconded by Shelly, motion carried
- VI. Director's Report - Lori Schwabenbauer (see attached handouts)
 - A. Lori reported on the growth in the electronic materials circulation and noted that Avon Grove is the sixth highest in funding for Overdrive materials
 - B. She also noted that as Overdrive increases, print is decreasing in circulation
 - C. Avon Grove continues to stand out in programming, with a higher number of programs than most other libraries, and may be number one with attendance at children's programming. We also do more outreach programs than all other libraries
 - D. Lori shared the staffing changes and the impact this will have on programs
 - E. A County Transition Team is now in place which will look at all government services in the county. They will look at the quality of the workplace and the services provided to the citizens
 - F. Walter shared that he spoke with Chester County Commissioner, Marian Moskowitz, and thanked her for the extra funding to county provided to the libraries
 - G. The March 10 SAC meeting will feature a presentation on advocacy and all trustees are invited. Let Lori know if you are able to attend
 - H. Lori shared an issue that is being dealt with regarding a group of teenagers in the library and lobby area

- I. Motion to accept the Director's Report made by Jack, seconded by Pat, motion carried

VII. Treasurer's Report - Cordelia Rosazza, Treasurer (see attachments)

- A. Cordelia shared the January Balance Sheet and the Statement of Revenue and Expenditures
 1. Noted that wages are at 88% (should be 92%). Cordelia suggested we just watch this
 2. Copier supplies seemed to be overspent. Lori will check this
- B. The board discussed the fluctuation in the Avon Grove Endowment fund
- C. Motion to accept the Treasurer's report made by Pat, seconded by Jack, motion carried

VIII. Old Business

- A. Welcome to our new trustee, Jack Waber, representing Penn Township
- B. Flipcause - see handout
 1. Currently our donor information is on spreadsheets. Flipcause will consolidate this information into a database that is trackable, turning flat files into a relational database, ideally by the spring campaign
 2. Lori would like rebranding rolled out by May. Flipcause is providing the new website
 3. They provide a sliding fee scale, which is reasonable for what we are getting
 4. Pat requested a demonstration of the donor database once it is up and running so the board will understand how a relational database works
 5. A discussion was held as to whether the Friends can utilize this database. Lori will check with Agatha and Flipcause

VIII. New Business

- A. Sue shared that everyone received a draft of Policy Manual in their Board Packet. She noted that a couple of sections still needed to be added (i.e. - disaster plan). Please review prior to our March meeting. Let Sue know of additions or changes that you see. We will vote to approve it in March
- B. Top three library funding needs (see handout)
 1. This document was developed based upon the fundraising session Shelly attended last month
 2. Our priorities:
 - a) Re-branding project needs - \$3,500 cost estimate
 - b) Cafe/Coffee Bar - \$7,700 cost estimate (very tentative)
 - c) Replace rectangular round tables - \$3,000 cost estimate (in conjunction with space planning committee)
 3. Discussion
 - a) Use the remainder of the Wurm fund to cover most of the expenses for the Re-branding as that is the most immediate need and we have these funds already

- b) The Cafe/Coffee Bar would be a good fundraising opportunity
 - c) Suzanne shared that unrestricted funds are the Number One need as we seek donations/funds. These projects become part of the “ask”
 - d) We need to tailor our “elevator” speech to the audience. Suzanne will send a copy of the speech she developed for our feedback
 - e) Children’s programming and needs will always address our population
 - f) Sue noted that this is a good beginning and we will continue the discussion next month
- C. Lori shared that Susan Pannebaker, a librarian in our county, who has been working in Harrisburg as our liaison, is retiring

IX. Committee reports

- A. Ad Hoc Board Policy Committee (S. Geiger, P. McKeon, S. Regnier, L. Schwabenbauer) - draft policy handbook emailed out
- B. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon)
 - 1. Currently need three - Londonderry, London Britain, West Grove (a few days after the meeting we learned that London Britain has filled their position)
- C. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet) - see above
- D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, C. Rosazza) - none
- E. Finance Committee (S. Geiger, C. Rosazza, L. Schwabenbauer)
 - 1. Cordelia shared that we need to fill out the statement financial interest and send it to Rebecca
- F. Fundraising Committee – President: S. Geiger; Subcommittees:
 - 1. Suzanne shared a draft of an elevator speech - she’ll email a copy
 - 2. Events (C. Rosazza, S. Regnier)
 - 3. Corporate Donations (W. Borys, B. Hart, P. McKeon)
 - 4. General Donations (P. McKeon - Friends, L. Schwabenbauer and L. Zawada – Annual Appeals)
- G. Personnel Committee (S. Geiger, S. McCoy, P. McKeon, S. Regnier, C. Rosazza)
 - 1. Sue reported that the committee is working on several things
- H. Space Planning Committee (S. McCoy, B. Hart, L. Schwabenbauer)
 - 1. The next meeting date needs to be set
- I. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - They will meet again in June

X. Other items for discussion - none

XI. Adjournment

- A. Motion to adjourn made by Cordelia, seconded by Suzanne, motion carried at 8:35