

Avon Grove Library Board of Trustees Meeting - Minutes  
Wednesday, January 22, 2020  
Community Room  
Submitted by Pat McKeon, Board Secretary

- I. Welcome - 7:00 PM
  - A. In attendance: Cordelia Rosazza, Suzanne Regnier, Sue Geiger, Pat McKeon, Shelly McCoy, Lisa Zawada, Lori Schwabenbauer (Director), and Joyce Ford (Friends)
- II. Agenda
  - A. Motion to Adopt the Agenda made by Suzanne, seconded by Shelly, motion carried
- III. Guest
  - A. Jack Waber, Penn Township - Jack is the retired dean of Math and Science from WCU and a prospective board member
- IV. Friends
  - A. They are currently running a membership drive and have new memberships coming in
  - B. Joyce shared news about the Spring Wine Tasting Event on April 19 from 2:00 - 4:00 at Inniscrone. There will also be silent auction items. Ticket will be \$35.00 and go on sale in February
  - C. Pat suggested that Board members please consider donating a silent auction item and attend the event
- V. Minutes
  - A. Motion to accept the minutes from December made by Pat, seconded by Cordelia, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director (see attachments)
  - A. Winter Funding Appeal has received over \$5,000 so far
  - B. Statistics
    1. Statistics are generally up and Lori is waiting for final statistics from around the county to compare with other libraries
    2. Circulation figures up. We need to continue to support e-materials as they are increasing the most
    3. Outreach program locations help attendance numbers
  - C. System Funding Task Force is allocating \$8649 to our library for additional materials, out of the \$100,000 they received from the county by special request
  - D. Lori shared upcoming workshops that the board members may be interested in
  - E. The board discussed the neon sign situation and the need to remove and replace it
  - F. Staff changes: Lori is looking to move a part-timer up from within to replace Sarah in children's services
  - G. Motion to accept the Director's Report made by Suzanna, seconded by Lisa, motion carried
- VII. Treasurer's Report - Cordelia Rosazza, Treasurer (see attachments)
  - A. Cordelia shared the new format for the balance sheet
  - B. She discussed the final November and December 2019 financials
  - C. Telephone and electricity were high last year. Cordelia suggested we may need to shop prices, in addition to the adjustments already made for off-hours temperatures
  - D. Motion to accept the Treasurer's Report made by Pat, seconded by Shelly, motion carried
- VIII. Old Business
  - A. Strategic Plan
    1. Pat reviewed the work that the committee did this fall and Lori shared the highlights of what was accomplished in the 2019 Annual Plan
    2. Lori shared the proposed Annual Plan for 2020 and Pat noted the prioritizing of strategic initiatives to make the plan more efficient. Color coding was used to identify changes in language and content from the previous plan

B. Budget Revision

1. Lori shared the budget which has slight changes from budget presented in December
  - a) There are extra materials funds as obtained by the CCLS Funding Task Force (see item VI. C)
  - b) \$1800 was added to Grants (line 372000) and \$1800 added to Fund Raising Expenses (line 439400) to reflect the CCCF grant won to pay for Flipcause
2. Staff changes were discussed, noting the savings we will get through payroll in 2020
3. The total revised budget is \$425,170
4. Motion to approve the 2020 Revised Budget made by Cordelia, seconded by Shelly, the motion carried

C. The December 9, 2020 meeting date was confirmed

D. The Investment Development Policy will be emailed to the Trustees. Please review for discussion next month

IX. New Business

A. Revisions to the Policy Manual - a draft will be presented next month

B. Creation of a Development Plan

1. Lori attended a presentation on this topic and would like the board to address it
2. Lori will share what she learned at the Nicole Richards presentation

C. Imprest Account Policy- see attached

1. Lori discussed the history of the Citizens Bank account
2. She explained all the payments that are made from that account
3. The proposed policy limits the amount of available funds in that account to \$500 unless debits in excess of that amount are anticipated. If the account must exceed \$500, there must be approval from the Board President or Treasurer
4. Motion to approve the Imprest Account Policy was made by Pat, seconded by Suzanne, motion carried

D. Petty Cash Policy - see attached

1. The Petty Cash Account shall not exceed \$150.00. When it reaches \$50.00 or less, it will be replenished from the TD bank account to make the total \$150.00
2. Motion to approve the Petty Cash Account Policy made by Shelly, seconded by Cordelia, motion carried

X. Committee Reports

A. Ad Hoc Policy Committee - the committee is working on revising the Library Policy Manual

B. Ad Hoc Trustee Recruitment – ongoing – Lori has been dropped from this committee

C. Branding Committee - logo contest ends 1/31, will meet again after that

D. Executive Committee - nothing to report

E. Finance Committee - nothing to report

F. Fundraising Committee -

1. Suzanne shared that they are looking for Debt Reduction grant
2. She described the CCRES grant for children's programming (up to \$5000) and will send the link to Lori

G. Space Planning Committee - planning a meeting soon

H. Strategic Planning Committee - see above, VIII. A

XI. Other Discussion

A. Shelly shared her experience at the Chat and Chew session held by the Chester County Community Foundation (see attached email summary). Two highlights were:

1. We should review our top three funding needs quarterly
2. We need to create an elevator pitch
  - a) Shelly shared that Karen (from the Foundation) would do one complimentary training of 30 minutes

- b) Sue suggested the we have her come to board meeting, maybe February, and give a presentation
  - B. Suzanne shared there's a Boy Scout troop interested in doing cabinetry work if the library has needs
  - C. Discussed attendance and topics for municipal meetings
  - D. Discussed thank-you notes to donors to the winter campaign. Lori will send out the names to the Board
- XII. Adjournment - Motion to adjourn at 8:36 made by Shelly, seconded by Cordelia, motion carried