

Avon Grove Library Board of Trustees Meeting Minutes

Wednesday, July 24, 2019

7:00 pm – Community Meeting Room

Submitted by Pat McKeon, Secretary

- I. Welcome: 7:02 PM
 - A. In attendance: Don Slesinski, Judy Porta, Walter Borys, Suzanne Regnier, Susan Geiger, Pat McKeon, Shelly McCoy, Cordelia Rosazza, Barbara Hart and Lori Schwabenbauer
- II. Adoption of Agenda - Motion to adopt made by Judy, seconded by Pat, motion carried
- III. Guests - Joseph Sherwood, CCLS Executive Director
 - A. CCLS Funding Formula Committee
 1. Discussed the changes recommended by the committee which included 9 current changes and 4 recommendations for future
 2. This will be reviewed every two years
 3. A funding task force has been formed to assist member libraries in fund development
 - B. Library Funding in PA Budget - see "guesstimate" handout
 1. Joe is currently working on an updated funding formula for member libraries
 - C. Minimum Wage Discussion - see handout
 1. The funding task force charged Joe to determine what the impact would be if the minimum wage goes to \$15.00 per hour
 2. Compression will impact other salary scales. (i.e. - current employees making at least \$15.00.) The handout indicates the absolute minimum increases to salary expenditures
 3. Joe predicts some movement in the minimum wage, but maybe not to \$15.00 per hour level
 - D. Other topics
 1. Funding Advocacy is a big push at the system level
 2. Joe shared that lots of improvements, additions and renovations are going on in buildings across the system
 3. He reminded us that the member libraries are 501c3s (except for a couple such as Phoenixville, which is part of the local school system)
- IV. Friends of the Library report - Lori shared Joyce's report
 - A. Their Mystery Night will be held on September 21, 2019
 - B. The July movie night was held. Attendance was not as good as June's event
 - C. The Friends will be helping with National Night Out
- V. Minutes of June 26, 2019
 - A. Motion to approve the minutes made by Cordelia, seconded by Shelly, motion carried
- VI. Director's Report - Lori Schwabenbauer, see attached
 - A. National Night Out is August 6 from 6:00 - 8:00 PM at two locations: West Grove and Avondale. Lori requested help from the trustees to man the tables
 - B. Suzanne will set up popcorn to sell in West Grove, and will sell water as well
 - C. Sue will help in West Grove, Cordelia will help in Avondale, and Shelly and Don can help at either location
 - D. Summer reading program update - 417 children signed up in-house, which is a record for the Avon Grove Library
 - E. Lori shared the statistics reports (see attached)
 1. Joe clarified that the wifi report will be sessions-based rather than minutes-based and will start at the beginning of July
 - F. Discussion of the anticipated deficit for this year
 1. \$30,160 is estimated in overspending
 2. See Lori's handout with solutions being undertaken now and possible additional changes
 3. How we got here - CCLS Financial Summary handout

- a) AG falls in the middle in most revenue categories
- b) Variance from the budget - 2nd from the bottom compared to other member libraries
- c) Fundraising and grants is the largest area of weakness (10th out of 16)
 - (1) Don made suggestions about ways to budget for next year. Specifically we should spend based on actual revenue, not budgeted revenue
 - (2) Judy and Sue shared previous fundraising endeavors
- d) Judy said that the Finance Committee will meet and take these suggestions into consideration as they start the budgeting process for 2020 as well as consider recommendations for 2019
- e) Finance Committee members: Judy, Don, Cordelia and Lori
- 4. Joe shared that there is an 'across the desk report' that tells the amount of 'work' done in each hour the library is open, and can determine the slowest days/times
- 5. Joe also suggested that the longer you wait to address this problem, the worse it gets
- 6. Grants and fundraising should not be part of the general budget
- 7. Lori shared the rundown of current employee departments and what they do to answer the question regarding whether there's room for staff reduction. Lori would rather see the library close/reduce hours than cut staff
- 8. Motion to accept the Director's Report made by Suzanne, seconded by Pat, motion carried

VII. Treasurer's Report - Judy Porta, see attached

- A. Judy noted a discrepancy in the report in the grants line. It should be \$12,500 not \$15,000
- B. Our magic number this month is 50%
- C. Revenue is at 55%
 - 1. Judy suggested sending hotspots back as they are not working and costing us money
 - 2. Judy noted that we are not receiving much revenue from programs, corporate donations, fundraising or grants
 - 3. The Fund Drive is down, but should even out by the end of the year
- D. Expenses are at 56%
 - 1. Judy discussed the highs and lows in the expenditures
 - 2. Judy questioned the audit fees that continue to be charged. Joe shared that the audit fees are being spread out over several months, but the audit is complete. There may be one more charge
 - 3. Judy reminded the board that the bank charge was related to a credit card issue that has been resolved
- E. Although we are currently on track, by the end of the year a deficit will occur
- F. The Avon Grove Library Endowment report
 - 1. It is still showing the \$25,000 CD
 - 2. The current balance is \$813,773.77
 - 3. We requested that Lydia from Haverford be invited to the August board meeting
 - 4. It was suggested that we explore other options for these funds to be sure that they are in the best hands
 - 5. Motion to accept the Treasurer's Report made by Cordelia, seconded by Suzanne, motion carried

VIII. Old Business

- A. Fundraising
 - 1. Mini golf at the library
 - a) Judy stated we will not make money and she does not want to move forward with this event
 - b) She suggested that we should move forward with a different event
 - 2. A discussion of what could be a signature event followed
 - 3. An Antiques Roadshow event was the second choice in previous discussions and perhaps we should pursue this instead
 - a) Suzanne will contact the auction house that she knows about

b) We are still looking at a November time frame

B. Business Advisory Committee - This item was tabled until next month

IX. New Business

A. "Great People Make Great Libraries" report - This item was tabled until next month

B. Budget requests to municipalities for 2020

1. Lori composed the sample letter to London Grove and shared it with the board
2. Newsletter submissions should be sent to all municipalities
3. Lori will attend the supervisors meeting with the representative trustee to share the annual report and ask for increased contributions
4. Lori create an annual report highlight sheet to handout to the supervisors and just give them one copy of the full annual report

C. Lori presented the Annual Report for board approval

1. Motion to approve the annual report made by Judy, seconded by Don, motion carried

X. Committee reports

A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet) - none

B. Fundraising Committee - none

C. Grants Committee (S. McCoy, S. Regnier) - Shelly updated the board on the automatic door grant, The Hutton Fund, and asked for another volunteer to join the committee. Sue offered to join the committee and suggested that Lori should be on the committee, too

D. Personnel Committee (S. Geiger...) – on hiatus

E. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta) - met tonight, prior to the board meeting

F. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) - working with managers to create a draft revision of the Employee Handbook

G. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - no report until September

H. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer) - still down one trustee

I. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer) Don will join this committee

J. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet) - the last meeting its being held in September, then we will end our participation in the initiative

K. Space Planning (S. McCoy, L. Schwabenbauer, B. Hart) - The goal for the 2020 strategic plan is being worked on

XI. Adjournment - 9:07 PM

A. Motion to adjourn was made by Judy, seconded by Cordelia, motion carried