

## **Avon Grove Library Board of Trustees Meeting Minutes**

**Wednesday, June 26, 2019**

**7:00 pm – Community Meeting Room**

### I. Welcome - 7:01

- A. Attendance: Pat McKeon, Barbara Hart, Cordelia Rosazza, Lisa Zawada, Shelly McCoy, Sue Geiger, Walter Borys, Judy Porta, Lori Schwabenbauer, Joyce Ford and Suzanne Regnier (by phone)

### II. Adoption of Agenda

- A. Motion to adopt the agenda made by Pat, seconded by Cordelia, motion carried

### III. Guests

- A. Don Slesinski - prospective trustee from West Grove Borough

### IV. Friends of the Library report - Joyce Ford, President

- A. At the first movie night the Friends sold \$248.00 of popcorn. The next movie night is July 12
- B. The bake sale for the summer reading kick off made \$135.00, but a lot of baked goods were left over
- C. Mystery Night, "Death is a Cabernet Old Chum," will be held on 9/21/19. They will charge \$30.00 per ticket and will also have raffles and refreshments
- D. The Friends will hold an Election Day bake sale in November
- E. The date for the raffle of the American Girl doll is to be determined

### V. Minutes of May, 2019

- A. Motion to accept the minutes made by Judy, seconded by Shelly, motion carried

### VI. Director's Report - Lori Schwabenbauer, Director (see attached)

- A. The police are still using the space in West Grove. It has limited use, but still here
- B. National Night Out is August 6 from 6:00 - 8:00. They are adding Avondale as new location. Lori suggests that we have a library table there, too
- C. Lori shared details of the statistics report. The blue rows have limited results. The new wifi router counts statistics differently than previously, so no wifi stats are reported for May
- D. Avon Grove is the #1 single library in the County for attendance at children's programs (#2 in the number of programs offered to children)
- E. Lori handed out the Annual Report and reviewed the document with the board (printed copies coming soon)

1. Board members are asked to review the revenue and expenditures sections and let Lori know if she should state them differently. Please reply by next week
  2. Lori noted that the municipal support per capita numbers changed with 2017 estimated population numbers from the U.S. Census
- F. Lori noted the number of new library directors that have been hired in the county in the last few years – turnover in half the county’s libraries since 2015
- G. The CCLS Funding Task Force is being formed
- H. See save the dates - Trustees are encouraged to attend
1. Community dinner is being held on July 3
  2. Harmony in the Park - Saturday, July 6
  3. July 24 - Joe Sherwood attends our board meeting
  4. Tuesday, August 6 - National Night Out - 2 locations
  5. Friday, Sept 20 - Legislative Breakfast in Exton
- I. Vonage bill - They said no to extending the 15 day payment requirement - Lori is requesting to use the credit card to pay this bill
1. Walter recommends a budgeting process
  2. Judy suggested using different company and reiterated that the purpose of the debit card and the account was not intended to maintain the kind of balance needed for billing. It is a convenience account
  3. Sue suggested that Lori do research on what other libraries are doing to pay these kinds of bills
- J. Motion to accept the Director’s Report made by Cordelia, seconded by Lisa, motion carried
- VII. Treasurer’s Report - Judy Porta, Treasurer (see attached)
- A. This month’s magic number is 42%
- B. Income is at 52%
1. Judy is asking that we contact municipalities to pay now, concerned about shortfall if payments aren’t timely
  2. Judy recommends the transfer of the \$20,000 from Avon Grove Endowment Fund (Haverford) from our cash reserves
  3. Motion to transfer \$20,000 from Avon Grove Endowment Fund (Haverford) from our cash reserves to TD Bank operating account, made by Cordelia, seconded by Pat, motion carried

4. Judy noted areas in which revenue is below the budget
5. We received a \$200 donation from Jenners Pond for the Trivia Night events

C. Expenses are at 48%

1. Adult books spending is beyond the budgeted amount. Lori is watching this
2. Spanish language books - Rotary gave \$1000 toward this. It was questioned whether this is a donation or a grant. Lori will check on this
3. Mobile hotspot issues - We are paying for them, but they are not working
4. Judy asked why there are audit fees monthly, as well as administrative services charges. Lori will ask CCLS
5. Judy question whether our portion of the carpet has been paid. It has been
6. Programming expenses are high and Judy is concerned about this. Lori will speak with the staff about slowing down with these expenses

D. Balance sheet

1. Lori has to account for money in petty cash - still too high
2. Money to pay July is OK

E. Avon Grove Endowment Fund

1. The Advisory Fee is not listed for this month - Judy will check on this
2. The current balance is down - \$786,347.94

F. Motion to accept the Treasurer's Report made by Cordelia, seconded by Barbara, motion carried

VIII. Old Business

A. Negotiations with West Grove Borough

1. Nothing to report
2. Our attorney was to get in touch with the borough. Sue has not heard from him yet

B. Fundraising Committee leadership

1. Sue shared that she received some input about what the committee should do. The following was discussed:
  - a) Judy suggested the committee shouldn't do small fundraising events, we should be more focused on the big picture - municipalities, corporate sponsors, etc
  - b) Barbara referenced the trustee binder recommendations

- c) Walter reiterated the big picture concept to fund development
  - d) Suzanne commented that corporate sponsorship is challenging. We should focus on the annual drive
  - e) Cordelia suggested that the fundraising committee should oversee all the events, creating a master list/schedule and trustees should be involved in these events
  - f) Shelly suggested a liaison as opposed to a committee
  - g) Lori noted that the staff can't do this and the Friends are already doing a lot. We need a plan and a committee to create this plan
  - h) Another suggestion was that one person oversee the projects and several subcommittees could focus on specific funding needs
2. Judy suggested Sue create a flowchart to describe these duties. Sue will do this and asked the board for further input

## VIII. New Business

### A. Space Planning Committee

- 1. This is part of the strategic plan and an overview is needed
- 2. The following board members offered to assist Lori - Shelly and Barbara

### B. Business Advisory Committee

- 1. This is also part of the strategic plan. The purpose is to develop relationships with local businesses
- 2. This could be a subcommittee of Fundraising

### C. "Great People Make Great Libraries" report given by Pat McKeon (see attached)

- 1. Pat shared documents from the workshop, focusing on Fund Development and the Corporate Records Notebook
- 2. She reviewed the 10 Basic Responsibilities of Nonprofit Boards
- 3. She share the need for a Corporate Records Notebook that keeps all the documents that reflect the library's legal identity. Pat will work with Lori to pull these documents together and create the notebook
- 4. Pat shared the Fund Development responsibilities as listed in the Leadership by Design handout. She recommended that these be included as key responsibilities of our Fundraising Committee
- 5. Pat will share more from this workshop at the July Board Meeting

- D. Walter asked about our purpose for fundraising. There was much discussion about what the endowment fund is for. It was expressed that our fundraising is to protect the endowment, which is intended to protect the future of the library.
- E. Budget requests to municipalities for 2020
  - 1. Lori is working on letters of request for each of the municipalities and wants a trustee to attend their municipality meeting with her when she presents the request
  - 2. Lori shared notes from a presentation called Increase Local Funding which was given by Jack Hines, a trustee from the Downingtown Library

#### IX. Committee reports

- A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet) - no report
- B. Fundraising Committee - in development
- C. Grants Committee (S. McCoy, S. Regnier) - Shelly has information for the Connelly Grant
- D. Personnel Committee (S. Geiger...) - on hiatus
- E. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta) - no report
- F. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) - no report
- G. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - will meet again in the fall
- H. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer) - no report
- I. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer) - no report
- J. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet) - The final meeting will be held at Penn State in September

#### X. Adjournment - 8:50

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