

**Avon Grove Library Board of Trustees Meeting Minutes**  
**Wednesday, June 24, 2020**  
**7:00 pm – Zoom meeting**

- I. Welcome: 7:16
  - A. In attendance: Susan Geiger, Pat McKeon, Suzanne Regnier, Cordelia Rosazza, Lisa Zawada, Walter Borys, Jack Waber, Shelly McCoy, Allison Thomas and Lori Schwabenbauer
- II. Adoption of Agenda
  - A. Motion to adopt made by Shelly, seconded by Suzanne, motion carried
- III. Guests - none
- IV. Friends of the Library Report: Pat McKeon, Board Liaison to the Friends
  - A. Pat shared an update from the Friends' meeting, including their intention to support the 'Drive-in Movie' event and use some of the silent auction items, given for the canceled spring event, as prizes for the summer reading program
- V. Minutes of 5/27/20
  - A. Motion to accept made by Jack, seconded by Cordelia, motion carried
- VI. Director's Report: Lori Schwabenbauer, Director (see attached)
  - A. Lori shared the plans for the Summer Reading Program, noting that adults are included this year
  - B. Reopening plans were shared and discussed. Sue made a motion that Lori and Lisa should decide on the appropriate date, no later than July 13, with sneeze guards installed, barring any changes in local government positions on Covid-19. The motion was seconded by Walter and the motion carried
  - C. Lori noted that the live, online storytimes, with the newly purchased equipment, were going well.
  - D. Motion to accept the Director's Report made by Jack, seconded by Pat, motion carried
- VII. Treasurer's Report: Cordelia Rosazza, Treasurer (see attached)
  - A. The 990 report was presented and will now be filed
  - B. On the balance sheet, Cordelia noted that there were improvements in the Endowment Fund based on the improvements in the stock market. The municipal monies are coming in (West Grove and London Grove's contributions were being deposited and not reflected on the balance sheet yet.)
  - C. There is 58% remaining in the budget
  - D. Cordelia intends to compare June of the last year with this year to see how they compare and get a sense of the impact the Covid-19 situation has had
  - E. Motion to accept the Treasurer's Report made by Pat, seconded by Jack. motion carried
- VIII. Old Business
  - A. Grants/loans
    - 1. Chester County Community Foundation is offering grants up to \$5000
    - 2. PHC Cares is offering grants up to \$10,000

3. Lori has applied for both of these grants

IX. Re-opening plans

- A. A discussion was held regarding the handling of cash at the circulation desk. Many suggestions were made and it was agreed that Lori and Lisa should decide what would work best
- B. Lori stated that wearing masks would be required of all who enter the library. If someone was not able to wear a mask, other accommodations for getting materials would be made. It was agreed that this was a reasonable procedure
- C. The lobby pick-up process will continue, but will be moved to the circulation desk once the library opens
- D. Bathrooms will be available, unlocked, to allow for easier access for handwashing
- E. Lori is asking West Grove Borough for permission to replace one of the toilets with a commercial version for better functioning. It was suggested that this should be a 60/40 split of the costs since it's in the common area. Lori will revisit this with the borough, noting that she has applied for a grant that would cover the full cost
- F. Furniture in the library is being rearranged to reflect social distancing rules

X. Recognition of staff members

- A. Suzanne made a motion that Lori give \$30.00, a card and a day off in the fall to the staff members who have done so much extra during the time that the library was closed. This was seconded by Cordelia and the motion carried
- B. It was noted that, as a Board, we should be more active in recognizing staff members and that we should create a 'kitty' to facilitate this
- C. Pat made a resolution to honor Ursula Nunamaker for her 22 years of service and her retirement. Cordelia seconded and the motion carried. Walter suggested sharing this on social media and in the library; Lori noted that Ursula doesn't care for public recognition

XI. New Business

- A. Public Services Librarian position (see handout)
  - 1. Lori would like to add this position
  - 2. It would be for a full-time librarian, with bilingual skills, for the Customer Services department, being Lisa's second in command
  - 3. Lori would like to add the position by November 1
  - 4. The Board discussed the funding, budgeting and sustainability of adding this position and will continue the discussion at the next meeting

XII. Committee reports - none

XIII. Other items for discussion

- A. Walter asked how Avon Grove Library is doing compared to the other libraries regarding any funding impacts and on-line programming
  - 1. Lori shared the increases in our e-materials circulation

XIV. Adjournment: 8:29

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