

Avon Grove Library Board of Trustees Meeting Minutes

Wednesday, May 22, 2019

7:00 pm – Community Meeting Room

Submitted by: Pat McKeon, Secretary

I. Welcome: 7:02

- A. In attendance: Shelly McCoy, Lisa Zawada, Pat McKeon, Sue Geiger, Barbara Hart, Cordelia Rosazza (phone), Lori Schwabenbauer, and Joyce Ford

II. Adoption of Agenda

- A. Motion to adopt the agenda made by Barbara, seconded by Shelly, motion carried

III. Guests - none

IV. Friends - Joyce Ford, President

- A. The Friends had a table at the Penn Township senior event on May 29th. They handed out library card applications and bookmarks
- B. They are holding a bake sale at the Summer Program Kick-Off on June 15
- C. The Friends are contributing \$1,000 toward the Movie Nights at Penn Township, which is the library portion for two of the three nights; they donated \$500 last year to sponsor one night this summer, meaning that now they are sponsoring all three movie nights
- D. The date for the Mystery Night fundraiser is September 21, 2019
- E. They have been talking to London Grove Township about a walk/run in October, but may put this on hold
- F. There will be a November Election Day bake sale
- G. They will hold the American Girl Doll raffle in the fall
- H. The Friends donated \$3,400 to the library and worked with Lori to determine the projects this money would be used for. The \$1,000 for the movie nights was part of this \$3,400 donation
- I. The Board recommended that we do something in the fall to recognize the work that the Friends are doing for the library

V. Approval of Minutes

- A. Motion to approve the minutes from April 24, 2019 made by Shelly, seconded by Barbara, motion carried

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

- A. The CCLS Board approved the service area changes that includes giving Avon Grove part of Londonderry Township. This will become official when the Office of Commonwealth Libraries approves it. This could mean changes to our board representation. Suzanne could be Londonderry's representative and Barbara would then switch to represent Penn. We still need an additional Penn representative, as well one from West Grove. The switching of Barbara's position would open up another slot in West Grove. Funding from Londonderry will be determined later
- B. Avon Grove Library will be hosting an open house for staff and trustees from other libraries within the system on May 31. Lori would like to have a trustee come and chat between 10:00 - 12:00. Lori made the suggestion to the system to hold open houses and we are the first to do it
- C. Lori noted that the Vanguard grants went to other libraries (we are too far away to be eligible)
- D. Atglen is moving to their new site soon
- E. See save the dates on the director's report - Lori would like to have a trustee attend the regional workshop on June 8 and the Legislative Breakfast on September 20
- F. The board was reminded to send the statement of financial interest to Lori if they have not already done so
- G. There is no Annual Report yet
 - 1. Lori has revised the statistics report - see attached report
 - 2. Flipster (electronic magazine) circulation data is now being reported in the Total Circulation numbers and this has helped our overall numbers
 - 3. Outreach programs are being broken out from the Total Programming. Lori is going to clarify that her numbers are right and that what we are doing is actually outreach. If so, our numbers place us at the top of the county for outreach program attendance (see notes on back)
 - 4. Lori is identifying and counting statistics for STEM programs separately
 - 5. She is breaking out preschoolers and school-age statistics as well, since the state asks for these statistics annually (see notes on back of the director's report)
 - 6. Avon Grove Library is #2 in county for the number of children's programs and programs for minors. Sue noted that we should be sharing these statistics

with our municipalities to show what we are giving back. This is our value in the community

7. Avon Grove Library is #1 in county for attendance at programs for minors as well as attendance at outreach programs
8. Reference definition: queries about what is on shelves count as reference questions, but not queries about library accounts, holds, etc.

H. Motion to accept the Director's Report made by Lisa, seconded by Pat, motion carried

VII. Treasurer's Report - presented by Lori in Judy's absence

- A. Sue noted that the reports from CCLS are late because they must wait until all the statements for outside accounts belonging to the member libraries are processed before they can provide final information. Lori mentioned that she provides Avon Grove's Citizens Bank and Haverford statements the CCL Business Office within 5 days of the start of the month, so we aren't holding up the Business Office.
- B. Lori shared the statement from CCLS Financial System.
 1. Our total revenue: \$31,416.25
 2. Our total expenditures: \$34,460.78
 3. Lisa asked about the Spanish Language book budget amount. Lori indicated that the Rotary gave \$1000 for this
- C. To answer a question that was asked last month, there is no due date that municipalities must remit their payments to us; we are not disadvantaged by the county if we receive them later in the year.

VIII. Old Business

- A. Discussion with CCLS Exec Director and Answers to April's questions
 1. See above items regarding the Financial Reports and the due dates for municipal payments
 2. Lori has opened a case regarding the Vonage account payment date change
 3. Negotiations with West Grove Borough - Sue discussed this with our lawyer. He is going to put together an addendum to our lease that specifies what we are responsible for within our footprint, and that we will share costs for expenses in the common area, but we would request to be involved in the negotiation for bids and contracts relating to common area expenses. We will hopefully have this prepared by the next meeting

4. Lori asked about the possibility of changing the agreement to incentivize us sometime in the future to add an addition to the building. This would require a whole new agreement with West Grove

B. Updated library wishlist - see attached

1. Lori shared the list that she generated with the staff
2. The Friends covered \$3,400 of the items on this list

C. Fundraising ideas – survey results

1. See the purple handout. The preferred event was the Miniature Golf “Outing”
2. Judy has started a plan for the miniature golf event
3. After discussion, it was agreed that this could be held in October and will be decided at June meeting
4. It was suggested that we do the Antique Roadshow next year, as more time is needed for preparation

D. Fundraising Committee leadership

1. We must come up with the definition of the committee and the leader’s responsibilities
2. Sue will put out an email about this tomorrow to get to get feedback

E. Strategic Plan progress review

1. Pat and Lori shared what the committee did and the progress toward the goals
2. See the highlighted items on the Summary handout

IX. New Business

A. Space planning committee

1. This is a strategic plan initiative. The Board needs to form a committee for space planning
2. Sue said to put it on the agenda for June, so people can think about it

B. Business advisory committee

1. This is a strategic plan initiative - Lori asked if the board would like to form a committee for business advisory
2. Sue said to put it on the agenda for June as well, so people can think about it

C. "Three for Me" library card for minors

1. This is a procedure for minors to get a library card without adult permission – it was under discussion at the last District Librarians Meeting and is still in the discussion stage; library directors were asked to bring it back to their boards for discussion
2. The board expressed some concerns: loss of materials, lack of parental notification, other potential liability
3. Lori suggests that rules could be created to address those concerns
4. Sue asked about how we would restrict access to materials. Lori responded that the library doesn't restrict access
5. Shelly suggested that this gives us an in with school-age students
6. Cordelia expressed concern about parents who may be unhappy to learn that their child has a library card without their permission
7. Lori will share this with the system committee to see what other libraries may do or think about this program
8. We will hold more discussion next month

D. Adding Londonderry Township to service area - see Director's Report

X. Committee Reports

A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet)

1. Lori is looking for a date to reconvene

B. Grants Committee (S. McCoy, S. Regnier)

1. They have quotes for the door to submit to the Connelly foundation. It also needs an electrical report. The borough has to agree to the project prior to the submission for the grant

C. Personnel Committee (S. Geiger...) – *on hiatus*

D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta) - none

E. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) - none

F. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - see VIII, E above

G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer) - none

H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer) - none

I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet) - none

XI. Open Discussion - none

XII. Adjournment 8:19

A. Motion to adjourn at 8:19 was made by Cordelia, seconded by Pat, motion carried