

**Avon Grove Library Board of Trustees Meeting Minutes**  
**Wednesday, September 25, 2017**  
**7:00 pm – Community Meeting Room**

Submitted by: Pat McKeon, Secretary

- I. Welcome: 7:03
  - A. In attendance: Barbara Hart, Cordelia Rosazza, Walter Borys, Suzanne Regnier, Susan Geiger, Shelly McCoy, Lisa Zawada, Pat McKeon, and Lori Schwabenbauer
- II. Adoption of Agenda
  - A. Several items were added under New Business: D. a short financial discussion, E. elect treasurer, F. plan for thanking/honoring the Friends
  - B. Motion to approve the agenda with additions made by Pat, seconded by Lisa, motion carried
- III. Guests - none
- IV. Friends of Library - Joyce Ford, President
  - A. Mystery Night
    1. They sold 47 tickets, lots of new faces in attendance
    2. The raffle brought in \$129.00, Total profit was \$1253.02
  - B. Upcoming
    1. Election Day Bake Sale - West Grove and Penn Township
    2. American Girl raffle
    3. Spring event - planning in progress
    4. Movie night - popcorn sales brought in \$573.05
- V. Approval of Minutes
  - A. Motion to approve the minutes made by Shelly, seconded by Suzanne, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director
  - A. Summer Funding Campaign has raised \$8725 to date, with 102 donations. Lori will do the Winter Fundraiser in November

B. Municipal Funding - all requests have been made and Lori will attend Franklin Township's meeting in October for the formal presentation. Board members should let Lori know if they'd like to attend when she attends future meetings

C. Statistics Report

1. Most statistics are down a bit from last year
2. Wifi usage is still not being reported

D. Upcoming Dates

1. Saturday, October 5 - West Grove Fall Festival with food trucks and breweries, the library will have a table
2. Saturday, October 12 - Goddard Park 10th anniversary, the library will have a table and perhaps sell cotton candy and water
3. November 12 - SAC meeting, Cordelia will attend
4. Columbus Day was proposed to close - circulation staff want to attend the district workshops. Lori wants to stay open, she will work to keep the library open that day if circ coverage can be found
5. Department of Labor Overtime Update (see attached)
  - a) Starting January 1, Lisa Sweet and Lisa Sherwood will be eligible for overtime. Lori will have to discuss this with them so we avoid having to pay overtime. They do submit a time sheet so she can keep track
6. Lori asked a question about paying the \$10,000 annual payment to the borough. Sue asked that Cordelia and Lori meet to determine how much we are going to draw to cover the overspending. Sue asked that we vote on this in October
7. Sue shared her experience at the legislative breakfast held at CCLS. She discussed the services offered by other district libraries (see handout). She suggested that there are services that we could offer (e.g., notary) Sue will investigate charges, etc. involved in this. Sue will copy and email the last page to the board members
8. Motion to accept the Director's Report made by Suzanne, seconded by Cordelia, motion carried

VII. Treasurer's Report - interim Treasurer's report given by Cordelia Rosazza

A. Total revenue - about 27% is still anticipated to be received

B. Expenses

1. Cordelia asked why are we over budget with wages and suggested that we need to look at this

2. Cordelia discussed the various expenses for the month and how they compare to our goal
  3. The budget for expenses left is 26%, but should be 33%
- C. Endowment information was not available yet. The current balance of the Avon Grove Endowment fund is \$831,641.00
- D. The Ringler Fund still has about \$40 in it and Cordelia will look to transfer it to Wurm Fund
- E. Motion to accept the interim treasurer's report made by Pat, seconded by Shelly, motion carried

#### VIII. Old Business

##### A. West Grove Borough Building Lease update

1. Our lawyer sent letter to Greg, the Borough Manager, and Greg added the letter to the borough meeting's agenda. Several of the borough supervisors were quite distressed about it.
2. Sue spoke with Greg and shared that we had not seen the letter and it had not been voted on.
3. Suggestion from Greg: Several members from each side should meet to discuss the issues. This is not a renegotiation, just a clarification of the terms of the lease to clean up the language. The board agreed that Greg should coordinate this
4. Sue would like to have volunteers to represent the library. Walter, Cordelia, Lori will do this

##### B. Fundraising subcommittee - Membership/Leadership

1. Each group should determine a leader and schedule meetings
2. The subcommittees are as follows:
  - a) General Donations – Pat, Lisa, Lori
    - (1) Friends - Pat
    - (2) Letters - Lori and Lisa
    - (3) United Way - ?
  - b) Corporate Donations - Barbara, Pat, Walter
  - c) Grants - Suzanne, Shelly, Lori
  - d) Events - Cordelia, Suzanne

#### IX. New Business

##### A. Trustees needed for West Grove Borough and London Britain

1. Sue called London Britain and they will look through their volunteer list and make some suggestions. Sue will follow up. Lori will check patrons and donors in London Britain and West Grove
2. Barb suggested someone is interested from Jenners Pond and will invite them to the next meeting

#### B. Longwood Gardens Library membership program

1. Lori chatted with Nicole Krom. Longwood is trying to reach out to a more diverse population
2. They are initiating a pilot program which would provide a membership card for up to 9 people to the library. Patrons would check it out for free. We would need to promote this. We will have to discuss limitations
3. Lori will submit the forms and work out the details

#### C. 2020 Budget Considerations offered by Lori

1. Rethink cost of living increases in wages
2. Keep the increase in salary formula the same
3. Director salary - We need to determine how to handle Lori's 5 year incremental raise.
4. Materials - We currently spend little more than 12% of the budget on this. Lori proposes spending less on young adult and more on electronic books and periodicals
5. Branding shouldn't involve a lot of cost. Just a prize - for the new logo contest
6. The neon sign still not completely working right and we have spent \$2000 fixing the sign. We need to come up with an alternative and put that in budget
7. Marketing
8. Programming money can come down, and we can rethink some of the programs
9. Add a coffee nook in the library
10. Sue, Cordelia, and Lori will meet between 10/2 - 10/12 to begin the budget planning process

#### D. Financial discussion

1. We need to have someone else look at our accounts at Haverford to determine if we are getting the best investments, costs and the amount of risk in our portfolio
2. The Board discussed if we should make changes. Cordelia suggested that our funds are in funds that are 'safe'. We could move into bond markets to be safer, but could be same situation. Walter feels that our portfolio is not that risky.

3. It was suggested that we switch to the mutual fund option to save costs (per last month's discussion)
4. Barbara made a motion to move the funds in the Avon Grove Endowment Fund to the mutual fund offered at Haverford, Walter seconded, the motion carried. Sue will contact Haverford, inform them of our intent and direct them to choose the best time for us make this change

E. Elect a New Treasurer

1. Suzanne nominated Cordelia, Walter seconded, all members voted to elect Cordelia to the Treasurer's position

F. Friends - National Friends of the Library Week is October 20 - 26

1. Cordelia made a motion to recognize the work done by our Friends group: We resolve to honor and thank the Friends of the Avon Grove Library to be presented on the 10th of October, Suzanne seconded, motion carried
2. Lori will organize this
3. It was suggested that we have a Thank You book mark created for them

X. Committee Reports

A. Policy committee

1. The work was divided up and will have a draft for the October meeting

B. Board Development Committee - none

C. Branding committee

1. Lori is setting a date for next meeting, Shelly is joining the committee

D. Executive Committee - Sue will schedule the next meeting

E. Finance Committee - Will meet to review endowment and plan the budget

F. Fundraising

1. Corporate donations - we need help finding people that will introduce us to larger companies, to nurture the relationship. Walter asked us to think about who we know that might facilitate this

G. Grants - Suzanne submitted our proposal to Chester County Community Foundation. She is working on the Hutton grant, which is for general operations

H. Space planning - There is an end-of-calendar-year goal for the plan in the Strategic Plan

I. Strategic Planning Committee - will meet in October to review the annual plan

J. Turning Outward

1. Lori share the Avon Grove Library Case Study and the final workspace experience (see handout)
2. Avon Grove is ending its official participation. The committee will meet one more time to wrap up

XI. Open Discussion

- A. Operation Warm Coat Drive - We need clarification. Sue and Lori will talk to Lisa Sherwood
- B. Library Mini Golf Fundraising Event - We are considering dates in the spring
- C. Holiday Tree Fundraising Event - Will be held on November 30 from 3 - 5 pm

XII. Adjournment

- A. Motion to adjourn made by Cordelia, seconded by Pat at 9:25, motion carried.