

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, January 27, 2021, 7:00 pm – Zoom meeting
Submitted by Allison Thomas

I. Welcome: 7:05pm

- a. In attendance: Sue Geiger, Shelly McCoy, Lori Schwabenbauer, Walter Borys, Jack Waber, Suzanne Regnier, Barbara Hart, Lisa Zawada, Cordelia Rosazza, Lori Holcombe, Allison Thomas

II. Adoption of Agenda

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

III. Guests - None

IV. Friends of the Library Report – Lori Holcombe

- a. First online auction made \$1800, 2nd online auction \$885, no-bake bake sale \$531.53
- b. Gift cards donated last year expired; next meeting will discuss whether to reach out to businesses to request replacements.
- c. Will do no-bake bake sale again in May.
- d. Changing meeting times from 7pm to 3pm or 4pm so no one is driving at night (concern for some members of group).
- e. Newsletter coming out shortly; will summarize last year's events and what was raised for library.
- f. Barbara will be Board representative to Friends of the Library.

V. Minutes of 12/9/2020

- a. Motion to approve by Jack, seconded by Suzanne, motion passed.

VI. Director's Report – presented by Lori Schwabenbauer, Director (see handouts).

- a. Status of libraries hasn't changed; about half allowing people in to browse.
- b. County commissioners have been generous, more than last year with 2 checks, 1st check received.
- c. Circulation statistics for December up from 2019 (8.8% vs. 2019); ebooks large part; overall for the entire year is down, but smaller percentage than average system-wide. Sue asked about comparing stats year over year excluding months AGL was closed, and also comparing to other libraries; Lori will investigate.
- d. Next month Joe Sherwood will be joining. Let Lori know if we have any questions or issues we'd like to discuss. Looking at new orientation system for new board members.
- e. Kennett library building plans moving along in Kennett borough; about 3x the size of current library with an auditorium.
- f. 2/18 at 10am - 1st system development meeting. No topic yet.
- g. Motion to approve by Walter, seconded by Jack, motion passed.

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VII. Treasurer's Report – presented by Cordelia Rosazza, Treasurer (see handouts).

- a. Balance sheet - \$54k cash; good position to start year.
- b. Endowment fund – went up \$85k; did very well this year.
- c. Financial income statement – Did we make extra \$5k payment on loan? Previous minutes stated we would do so, but per Lori has not yet been completed. Lori to proceed with making the payment now. The sooner we pay, the less interest we need to pay.
- d. Cordelia inquired about \$2k transfer – open question? Lori to look up and advise before tax returns are due.
- e. Motion to approve by Jack, seconded by Lisa, motion passed.

VIII. Old Business

- a. 2020 agenda inadvertently provided.
- b. 2021 budget – Lori contacting townships to confirm amounts each will be contributing.
- c. Extra funds from county - \$5500 in capital to help renovate the Spanish language material; top priority this year – outreach to Spanish-speaking community. Space-planning committee met & started to make plans. Additional ~ \$23k, add to debt reduction for this year to be total of \$35k; bulk of remaining debt to be paid this year; will be able to reduce 2022 payments.
- d. \$40,722.36 current balance on loan. On schedule to have it paid on time.
- e. Borough took loan for library; the percentage we pay on the loan fluctuates, but AGL pays less than a loan on the open market.
- f. Suzanne's fundraising plan for 2021; Jack, Walter, Pat reaching out to people who have given significantly/monthly to get testimonials to use in future marketing; Flipcause helping us track better but unlikely to be reason for doing well. Manually inputting checks in Flipcause. Everyone who gave to year-end appeal, would like to send letter. Size of some gifts may be due to CARES act, which may not carry forward. Lori also needs to be involved and Friends schedule needs to be balanced with library communications. Suzanne will send out email to ensure coordinated queries for testimonials. Changed landing page for giving online (just benign 2021 donation page).
- g. Meaning of being a trustee – Sue's query from December meeting. She wants being on the board to be meaningful to everyone so each of us can be passionate about being a board member. It will be different for everybody.

IX. New Business

- a. Walter – thoughts for future planning. What do we want the library to look like in 2030, 2035? We are so close to paying off mortgage, the endowment is solid; we moved in almost 20 years ago, lots of growth. Start thinking about new, expanded building, type of service. Add future to strategic plan, mention in annual report, mention to townships, ask Joe Sherwood where he thinks libraries are going in the future. We need to start figuring out where we need to go in 10-

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- 15 years if we need to build something. Need to build for future technology. We can start to talk about these things and not worry about whether we can make payroll; we can start thinking about the future. Board to brainstorm. Suzanne – whatever we do needs to be sustainable; bad for environment to continually build new; keep an eye out for something we could reuse. Barbara – provide information and how it can be used. Jack - put in a Starbucks? Will talk about this as regular discussion for meetings next few months.
- b. Form ad hoc committee re bylaws; table until next month when Pat is back.
 - c. Add fundraising to trustee job description.
 - d. Appoint committee chairs.
 - e. Next month review and determine committees that we want; Sue will send out suggested committees; Sue will appoint chairs, then committee can select chair if they want to change. Within the next week, email Sue suggested committees.

X. Committee Reports

- a. Shelly – space planning committee met; \$5500 would go toward signage, furniture, promo materials to promote that new space to community. The next meeting is 2/10 to ensure they have right size to consider. (Shelly, Lori & Barb) Walter points out we will need to take this space into consideration re needs for future.

XI. Other Items for Discussion – None.

XII. Adjournment:

- a. Motion to adjourn made by Shelly, seconded by Cordelia, motion carried.