

Avon Grove Library Board of Trustees
Wednesday, September 27
Avon Grove Community Room
Minutes, submitted by Pat McKeon, Secretary

I. Welcome at 7:06

- A. In attendance: Shelly McCoy, Suzanne Regnier, Judy Porta, Sue Geiger, Pat McKeon, Wanda Prosser, Lori Schwabenbauer

II. Adoption of Agenda

- A. Sue requested an addition to New Business - Approval of Patrick's resignation
B. Motion to adopt the agenda with the addition made by Pat, seconded by Judy, motion carried

III. Guests - Joyce Ford, Friends of the Avon Grove Library President

- A. Joyce shared what the group is doing now

IV. Approval of Minutes and Reports (see attached reports)

- A. Motion to accept the Minutes from 7/26/17 and 8/23/17 made by Suzanne, seconded by Wanda, motion carried

B. Director's Report - presented by Lori (see attached)

1. Lori added that a couple more summer programs donations have come in
2. Current fundraising is close to meeting budgeted goals
3. Suzanne requested that the winter fund drive - start in November
4. Motion to accept the Director's Report made by Judy, seconded by Pat, motion carried

C. Treasurer's Report - presented by Judy (see attached)

1. Judy reported that our income and expenses are on target
2. She is anticipating that we will have a shortfall by the end of the year
3. Motion to accept the Treasurer's Report made by Shelly, seconded by Pat, motion carried

V. Old Business

A. Draft AGL Trustee Orientation (see attached)

1. Pat shared the draft orientation plan for new trustees
2. It was agreed that the documents in the plan be compiled on a flash drive and distributed to current and new trustees
3. Pat will acquire the flash drives, save the documents on it and distribute it to the current trustees

B. 2018 budget request letters to municipalities

1. Lori reported that London Grove requested budget recommendations from the library
2. Lori composed and handed out a letter for the trustees to distribute to their municipality requesting increases in funding. Trustees should attend the next meeting of their municipality to present the letters

C. Debt payment

1. Judy shared Loan Pay Down Scenarios - see attached report
2. Discussion - concerns about our budget and using a large sum from the TD account (scenario 2 and 3); concerns about money being spent on interest (scenario 1)
3. Lori suggested that once CCLS hires a new accounting person that Judy and she meet with that person to work out issues regarding discrepancies between the budget they have for us and our actual budget

4. Sue suggested that the budget committee discuss this when they meet next week to work out the issues
5. This will be voted on at the October meeting

VI. New Business

A. Libraries for the Future report

1. Lori went to Atlantic City for this conference
2. She attended sessions on branding; architecture - creating spaces that are flexible; website/Facebook impacts; changing demographics - millennials, z-generation

B. Library cards for Avon Grove students

1. Lori spoke with people at the county level about the issue of needing parent signatures for students to get a library card. She will be getting information from Barb Bailey at CCLS with recommendations for teachers. It is not possible to skip this step at this time
2. A trial online sign-up may be coming, but CCLS hasn't instituted this yet
3. The application is a contract that a parent must sign off on and students can't do this independently
4. Suzanne suggested a membership drive of some sort - Penn Township, back-to-school night. This would help to get library cards into the hands of students, but would not solve the problem for the current request

C. Judy moved to approve Patrick Harrison's resignation, Suzanne second, the motion carried

VII. Committee Reports and Discussion

A. Branding

1. Lori reported on the branding caucus meeting held in August. The next focus group meeting will be in October

B. Fundraising

1. Beef and Beer

- a) A minimum number of tickets must be sold - 40 people by 10/13
- b) Board members should buy/sell at least 4 tickets
- c) Discussed the possibility of placing ads in local papers. Lori reports the costs and the Oct 3 deadline for the Courier. It was agreed that this may not be feasible
- d) Lori will send an email blast to patrons that have authorized email communications
- e) PayPal can be used to purchase the tickets
- f) Silent auction items - let the committee know the value and starting bid for the item(s) that are being donated
- g) Catering calculation has been done for the amount of beer and wine we will need, Victory may donate beer

C. Grants

1. Suzanne reported that two proposals will be submitted
 - a) Connelly Foundation - for accessibility needs: automatic doors, staff access to skill building conferences, etc. We will know if we receive the grant by the end of the calendar year
 - b) McClain Contributionship - for rebuilding across all levels, asking \$5,000 - \$10,000 for general operating expenses. This will be worked on over the next few months and submitted by the end of year

D. Personnel

1. Sue reported that the first part of Lori's review was completed and the second part will be finished soon

E. Executive - no report

F. Policy - no report

G. Strategic Planning - Pat reported that we will need to begin the process of reviewing and revising our strategic plan. The current plan is good through 2018

VIII. Open Discussion

A. The Board still has a need for trustees to fill the vacancies for West Grove Borough, Franklin Township, and Avondale Borough. Sue asked that we reach out to people who might be interested in these positions. She will contact Avondale to see if they have anyone to recommend

IX. Motion to adjourn at 8:55 made by Judy, seconded by Pat, motion carried