

## **Avon Grove Library Board of Trustees Meeting - Minutes**

**Wednesday, June 23, 2021, 7:00 pm – Zoom meeting**

Submitted by Pat McKeon, Secretary

- I. An executive session of the Trustees was held prior to the Board Meeting
- II. Welcome: 7:02
  - A. In attendance: Lori Schwabenbauer, Pat McKeon, Sue Geiger, Walter Borys, Allison Thomas, Shelly McCoy, Barbara Hart, Jack Waber, Cordelia Rosazza, Barb Murphy, and Mikayla Stillman
- III. Adoption of Agenda
  - A. A motion to adopt the agenda was made by Jack, seconded by Shelly, the motion carried
- IV. Guests
  - A. Mikayla Stillman, Public Services Liaison
    1. Mikayla has worked at the library for four years
    2. She is currently at the circulation desk and does outreach
    3. She is in grad school, working toward her Masters in Library Science degree
- V. Friends of the Library Report
  - A. Barb reported about their participation at the Summer Programs kick off
  - B. The online silent auction is being pushed to the fall
  - C. They will not hold a July meeting
- VI. Minutes of 5/26/21
  - A. A motion to approve the minutes made by Barbara, seconded by Jack, the motion carried
- VII. Director's Report - Lori Schwabenbauer (see attached)
  - A. Eagle Scout project - outdoor project space
    1. This will possibly have a rain garden tie-in
    2. Walter suggested keeping borough involved
  - B. Lori reminded the board that the Novel Tea fundraiser is July 1
  - C. The summer fundraiser is going well
  - D. She shared the summer kickoff results compiled by Lisa Sherwood
  - E. Adults are included in the summer program and Lori encouraged adults to participate
  - F. The children's programming will continue with virtual programs
  - G. Movie nights have started. Penn Township is paying for all the movies June through November
  - H. Lori talked to Greg about Keystone Grant regarding possible capital projects. This grant required finding matching funds
  - I. A motion to accept the Director's Report made by Jack, seconded Cordelia, the motion carried
- VIII. Treasurer's Report - Cordelia Rosazza, Treasurer (see attached)
  - A. The endowment is doing well
  - B. The financials are on target
  - C. Cordelia noted that \$1000 TD bank transfers are going to the wrong account. She would like to know what it is paying for. Are there expenses not being accounted for? We don't want that account to begin to grow again. Cordelia is going to get it corrected
  - D. She asked a question about the fundraising expenses. Lori explained that this was related to supply updating with the new logo, as well as Oxford Postal bulk mail expenses

- E. Cordelia asked a question about Spanish language materials. Lori just put in an order, we will see it next month
- F. A motion to approve made by Pat, seconded by Allison, the motion carried

IX. Old Business

- A. Credit card for library purchases
  - 1. The acquisition of a Citizen Bank credit card is in progress
- B. Account for trustees to donate for targeted purchases
  - 1. Lori was in contact with Rebecca Peck at CCLS. She needs to talk it over with Joe and Agatha
  - 2. The questions she has include:
    - a) Will we need to track the balance year after year?  
(1) yes
    - b) Will the donors' moneys be donor directed?  
(1) no - it's a discretionary fund
    - c) What dollar amount do you anticipate be in the account?  
(1) The Board suggested up to \$5000 in the account
- C. Trustee recruitment and development - AllisonThomas
  - 1. Allison is working on the document will have it next month
  - 2. She asked Board Members to send their township contact information

X. New Business

- A. Public Services Liaison – activities and job description (see attached)
  - 1. Lori worked with Lisa Sweet and Mikayla Stillman to create the job description
  - 2. These duties will vary from week to week
  - 3. Shelly suggested that percentages into the job description for the duties would be helpful. It would be understood that those duties would fluctuate
  - 4. Mikayla shared the highlights of what she's done so far (see document provided by Mikayla)
    - a) Mikayla completed a community survey. There was a small response, but the results were helpful. One suggestion was for more programs in Spanish
    - b) Her bilingual story times are recorded on Zoom
    - c) She's been in touch with Michele Reed - 21<sup>st</sup> Century, Migrant Education Program
    - d) Mighty Writers - Mikayla is giving out Library kits
    - e) She's held bi-lingual story times at the West Grove Community Park
    - f) She's involved with the Hispanic community fair being hosted by Mighty Writers
    - g) She is in the beginning stages of planning a Parent's Night at the Library with Natalie Ortega-Moran from AGSD
    - h) Lori added that we got additional county money which is going toward the salary and benefits for this position
- B. DVD and CD rental fees
  - 1. Most libraries are discontinuing these fees. Lori discussed the reasons for this
  - 2. There is limited use and purchasing of dvds. She has removed music cds
- C. A motion to discontinue DVD and CD rental fees made by Cordelia, seconded Jack, the motion carried
- D. Professional development sharing - presented by Lori Schwabenbauer
  - 1. Lori must maintain a certain number of hours for professional development

2. She attended a mini-conference - Library 2.0. Here are some sessions Lori highlighted:

- a) How to improve virtual programs (will share with staff)
- b) Programming for families
- c) Using the librarian's skill set

E. Lori shared the SCCOM Developing Literacy Project. Kennett is taking a leadership role. They are partnering with libraries

XI. Committees - none, except Corporate Donation Committee (E)

A. Bylaws, Policy, and Employee Handbook Committee (B. Hart [chair], P. McKeon, L. Schwabenbauer, S. Geiger)

B. Ad Hoc Committee for Trustee Recruitment and Development (A. Thomas [chair], P. McKeon, S. Geiger)

C. Executive Committee (S. Geiger [chair], S. Regnier, P. McKeon, C. Rosazza)

D. Finance Committee (C. Rosazza [chair], L. Schwabenbauer, S. Geiger)

E. Fundraising Committee (S. Regnier and J. Waber, co-chairs; S. Geiger)

1. Corporate Donations (W. Borys, B. Hart, P. McKeon)

a) Barbara reported that there is a new director at Jenners Pond. She plans to meet with that person soon

2. General Donations (B. Hart - Friends, L. Schwabenbauer – Annual Appeals)

F. Personnel Committee (S. Geiger [chair], S. McCoy, P. McKeon, S. Regnier, C. Rosazza)

G. Space Planning Committee (S. McCoy [chair], B. Hart, L. Schwabenbauer, L. Sweet, S. Geiger)

H. Strategic Planning Committee (P. McKeon [chair], B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer, S. Geiger)

XII. Other items for discussion - none

XIII. Public discussion

A. Karen thanked us for allowing her to attend the meeting

XIV. Adjournment

A. Motion to adjourn at 7:56 made by Jack, seconded by Cordelia, the motion carried