

Avon Grove Library Board of Trustees Meeting - Minutes
Wednesday, September 28, 2022, 7:00 pm – Zoom meeting
Submitted by Allison Thomas

I. Welcome: 7:01 pm

- A. In attendance: Sue Geiger, Allison Thomas, Cordelia Rosazza, Pat McKeon, Jack Waber, Barbara Hart, Lisa Sweet, Suzanne Regnier, Walter Borys

II. Adoption of Agenda

- A. Sue added two items to new business.
- B. A motion to adopt the agenda with the additions made by Suzanne, seconded by Walter, the motion carried.

III. Friends of the Library Report

- A. No report.

IV. Minutes of 8/24/2022

- A. No corrections.
- B. A motion to approve the minutes made by Jack, seconded by Suzanne, the motion carried.

V. Director's Report – Lisa J. Sweet, Interim Director, see report.

- A. Statistics update – see report.
- B. Summer appeal - \$11,210 received from 111 donors. Twenty-seven new donors donated \$2,055.00.
- C. Lisa and Lisa Sherwood attended Penn Township's dedication ceremony; AGL logo was prominent. They did the story walk after the ceremony; twelve stations with a few benches and bridges. Recommended that trustees all visit and do walk.
- D. Current programming schedule in report – note not all events are weekly. Story time attendance is heading back to normal. Stories and Stretching is back in the building for fall.
- E. Penn Township Park Fall Festival should have enough library staff.
- F. For Intro to Genealogy and other future adult, in-person group events, Walter suggested installing a locked donation box for purely voluntary donations (not required to attend).
- G. A motion to approve made by Cordelia, seconded by Jack, the motion carried.

VI. Treasurer's Report - Cordelia Rosazza, Treasurer, see report.

- A. Expenses and revenue are in line/where we should be. May want to delay Haverford payment next month due to market condition because we don't need money for financials for the year.
- B. Library must start collecting sales tax on hotspot fee, out-of-county card fees, and copying and faxing. It was decided to revise charges so fees would be inclusive of tax, rather than increase fees requiring odd amounts/use of pennies. Sue recommended not increasing cost if we can avoid it.
ACTION ITEM: [Cordelia to work on recommended amounts.](#)
- C. A motion to approve made by Suzanne, seconded by Jack, the motion carried.

VII. Old Business

- A. Director position- Agatha suggested we change our requirements to reduce the amount of work experience; discussion regarding necessary work experience needed. Also recommended we advertise again soon with our changes. Consider adding more language selling region in posting. Additional discussion about offering signing bonus. Barbara agreed (via email) that contacting the university is a good idea because older students may have library work experience, even if it wasn't in a director role. **ACTION ITEM:** Sue will send revised posting to board for review; intention to repost on all sites in January.
- B. HVAC system – Split system installed by Clark Incorporated/Dustin Martin. Each of 6 ducts have damper and should be able to be individually adjusted; technician found 2 of the (manual) dampers were not functioning. They are ordering new dampers for installation. It should be possible to adjust system to make rooms more comfortable. Lisa requested cost of parts; some is covered by maintenance contract. Parts should take about 2 weeks once he reaches supplier; then a service tech should be able to come out within a few days. Estimating cost of \$1,250.00 including supplies and installation. Discussion regarding expense level Lisa can approve without notice to the Board; agreed upon up to \$1500 approved with call to Sue (Barbara's agreement sent via email with recommendation to review when a new director is hired). Approved work to fix 2 dampers.

VIII. New Business

- A. Phone system – There have been three recent outages, one lasting for three days, and library staff was unable to reach anyone at Vonage to resolve the issue. No help was provided by Vonage except to text Lisa to trouble-shoot herself. We are evaluating alternatives; we have received three different quotes from Verizon. Monthly charges will be similar to current amount; upfront costs will be approximately \$200-300 for installation. Jack made motion to pursue changing from Vonage to Verizon; seconded by Cordelia, the motion carried.
- B. Door count monitor – Tony Wagner from IT noticed our antenna was malfunctioning and has been since May. Others in the Chester County library system are also starting to fail. New antenna was installed today (~\$990). Door count numbers are part of the library annual report. This year's annual report numbers will be extrapolated from a normal year. We will have accurate numbers for October, November, and December. Due to Covid, door count reports have not been included in monthly reports since the onset of the pandemic.
- C. Election year – in October, we will vote on officers. **ACTION ITEM:** current officers need to let Sue know if they wish to continue in their position or if anyone wishes a different position.
- D. Budget – **ACTION ITEM:** Lisa and Cordelia will begin work on next year's budget.

IX. Committee Reports

- A. Fundraising Committee – Suzanne, Jack, will meet with John Lawrence soon. Chester County Community Foundation – Suzanne investigating best way to pursue.

X. Other items for discussion

- A. ChescoNet is the library's internet provider. They have notified us that the internet may be down this Saturday due to work being done by ChescoNet. Customers are being told to bring physical library card for manual checkouts on Saturday.
- B. Jack and Lisa attended Penn Township's supervisor's meeting.

XI. Adjournment

- A. Motion to adjourn at 8:08 pm made by Cordelia, seconded by Jack, the motion carried.