

Avon Grove Library Board of Trustees Meeting - Minutes
Wednesday, March 27, 2019
7:00 pm – Community Meeting Room
Submitted by Pat McKeon, Secretary

- I. Welcome: 7:04
 - A. In attendance: Cordelia Rosazza, Judy Porta, Sue Geiger, Pat McKeon, Shelly McCoy, Lisa Zawada, Walter Borys, Barbara Hart, Suzanne Regnier, and Lori Schwabenbauer
- II. Adoption of Agenda
 - A. Motion to adopt made Judy, seconded by Cordelia, motion carried
- III. Guests
 - A. No guests
- IV. Friends of the Library report - Joyce Ford, President
 - A. The Wine Tasting and Silent Auction is on Sunday. Everything is ready to go. The silent auction started in the library and is going well. Sue suggested a welcome speech at the beginning
 - B. Next month the Friends will hold an appreciation breakfast for the staff
- V. Minutes from February 27, 2019
 - A. Motion to accept made by Shelly, seconded by Judy, motion carried
- VI. Director's Report - Lori Schwabenbauer, Director, see handouts
 - A. Funding Formula Committee (see CCLS System Advisory Board report)
 - 1. The statistics haven't changed and the changes to the formula will be voted on. Avon Grove will benefit by receiving a portion of Londonderry's funding from state and county. We do not expect to get funding from the municipality
 - 2. We discussed how to handle addressing the acquisition of Londonderry as part of our service area
 - B. Avondale residents were being solicited by Kennett Library. We learned that they are using Mailing, Inc. to do their mailings and the library wasn't aware this was happening. Lori approached Kennett and they are resolving the issue. Their board treasurer spoke highly of Mailing, Inc. and they get good return on the mailings that Mailing, Inc. does for them. Lori and Judy suggested that we might try this one township at a time to see if it is feasible
 - C. Lori has hired Julianna Smith as the part-time Youth Services Assistant

- D. Statistics are down for February. Perhaps it was due to being closed 4 days during the month. However, total attendance was up and circulation figures were up for the month
- E. Trustee Training
 - 1. Trustee Orientation - Wednesday, June 5, in Exton
 - 2. Regional workshop on Saturday, June 8 (not in Chester County)
- F. There was a discussion on bad weather closings. The Library will continue to follow the Avon Grove School District closings
- G. Motion to accept the Director's Report made by Judy, seconded by Pat, motion carried

VII. Treasurer's Report - Judy Porta, Treasurer, see attached

- A. Still not getting timely reports from CCLS
- B. We have received 36% of projected revenue
- C. Our expenses were normal for a typical month. The highlighted items in the report are slightly over budget. Total expenses are at 16% which is the target for the end of February
- D. The Endowment Fund is doing well - \$754,039.74
- E. Motion to accept the Treasurer's Report made by Suzanne, seconded by Cordelia, motion carried

VIII. Old Business

- A. New Trustee: Lisa Zawada (Franklin). Sue welcomed Lisa to our board
- B. Municipal support review
 - 1. We review Walter's report from last month regarding the municipalities' allocations to the Library.
 - 2. Lori is looking at the current per capita support from each municipality and will send the results by email
- C. Lease negotiations are beginning with West Grove Borough
- D. By-laws revision
 - 1. Pat made motion to approve the following revision to the by-laws:
 - 5.8 Duties. The duties of trustees shall include:
 - acting as liaison with the member's municipality and securing municipality funding,
 - supporting the library through fundraising and personal giving,
 - recruiting and hiring the library director,

- establishing library policy,
- approving the annual budget,
- serving on at least one committee,
- must attend and actively participate in all board meetings and the committee meetings for which he/she is a member,
- visit and use our library as much as possible,
- attending the Trustee Orientation offered by CCLS,
- participate in Avon Grove Library and CCLS Trustee development workshops,
- searching for qualified individuals for appointment to the board,
- and working to improve the library.

2. The motion was seconded by Judy, motion carried

IX. New Business

A. 990 review

1. Judy passed out the 990 Form first page of our IRS tax filing which compares 2017 and 2018.

B. Financial Disclosures must be completed by each member of the board. Lori will send the link again

C. PaLA 2019 Budget Ask (see handouts)

1. PaLA is concerned about the flat funding from the state. The governor raised educational funding, but that didn't include libraries
2. The handouts include the PAForward information which includes talking points which we can use to reach out to our legislators (The Good, The Bad)
3. Judy suggested that we need to reach out to the legislators who are opposed to the funding increases
4. Suzanne suggested that we ask our donors to send letters (which we provide) to our legislators
5. Shelly suggested the fact sheet be included in our annual report
6. Asking for extra effort during National Library week - April 7 - 13. Lori will share what she does for this

X. Committee reports

- A. Branding Committee (P. McKeon, S. Beyer, J. Ford, U. Nunamaker, L. Schwabenbauer, L. Sherwood, L. Sweet, R. Thompson) *on hiatus*
- B. Fundraising and Grants Committee (J. Porta, W. Borys, J. Ford, S. McCoy, S. Regnier, R. Thompson)
1. Suzanne reported that the Hutton Fund proposal is almost complete. She found a grant through Walmart and is waiting to hear from Giant about the hot dog sales (during National Library week)
 2. Sue asked Shelly to pursue the grant for the new door to the library
 3. Literary Tea - per Cordelia - This would be better in the spring and we should pursue this next year
 4. Sue asked about what we, as board members, are doing. We need to come up with a way to deal the budget deficits and the board must take responsibility for more fundraising
 5. Walter suggested we have a more specific and visual container for donations at events
 6. Lori reported that she is working on the sponsorship from companies program. So far the Friends are sponsoring a month
 7. We need to split out fundraising and grants into two committees for next month and someone to lead the fundraising committee
 8. Sue said we need a number of small events, rather than one big thing
 9. Each board member should come with one executable idea for the next meeting
 10. Joyce shared the ideas that Friends are planning that the board could partner with
 11. Barbara shared various events that are occurring at Jenners Pond which we may benefit from, she will follow up with this
- C. Personnel Committee (S. Geiger...) – *on hiatus*
- D. Executive Committee (S. Geiger, S. Regnier, P. McKeon, J. Porta) -
1. Did not meet this past month
 2. They will meet the second Wednesday at 4:30 as a standing meeting
- E. Ad Hoc Board Policy Committee (S. Geiger, S. Regnier, L. Schwabenbauer) - no report

F. Strategic Planning Committee (P. McKeon, A. Diaz, B. Hart, B. Murphy, A. Mustico, L. Schwabenbauer) - no report

G. Ad Hoc Committee for Trustee Recruitment and Development (S. Geiger, P. McKeon, L. Schwabenbauer)

1. Lori will ask at West Grove Borough for recommendations for another West Grove Representative

H. Finance Committee (J. Porta, C. Rosazza, L. Schwabenbauer) - no report

I. Turning Outward Team (S. Beyer, S. Geiger, P. McKeon, L. Schwabenbauer, L. Sweet)

1. The next team meeting is to be scheduled in April

2. The statewide Workspace meeting, being held at Penn State, is the end of April

XI. Adjournment at 8:37

A. Motion to adjourn made by Judy, seconded by Cordelia, motion carried