

Avon Grove Library Board of Trustees Meeting Minutes
Wednesday, May 27, 2020
7:00 pm – Zoom meeting due to Library Closure

- I. Welcome: 7:00 PM
 - A. In Attendance: Susan Geiger, Pat McKeon, Suzanne Regnier, Cordelia Rosazza, Lisa Zawada, Walter Borys, Jack Waber, Shelly McCoy, Allison Thomas and Lori Schwabenbauer
- II. Adoption of Agenda
 - A. Motion to adopt made by Pat, seconded by Jack, motion carried
- III. Guests - None
- IV. Friends of the Library Report
 - A. Lori reported that Joyce Ford, the Friends president, will be moving by the end of the year. The Friends will not have a bake sale at the primary election on June 2
- V. Minutes of 2/26/20
 - A. Motion to approve made by Suzanne, second by Jack, motion carried
- VI. Director's Report - presented by Lori Schwabenbauer (see attached)
 - A. Current activities
 1. Virtual story times
 - a) 6500 people viewed the first "outing"
 - b) About 800 on average viewed more recent events
 - c) Will continue at least once a week after library reopening
 2. Kati has added YouTube and Instagram accounts
 - B. Summer Reading
 1. CCLS purchased an online platform called READSquared that we will use this summer
 2. No big kick-off is planned
 - C. Lori will not hold a Summer Fundraising Appeal
 1. The "Giving Tuesday" appeal had 62 donations totaling \$4795
 2. The matching amount is not known yet
 - D. Statistics
 1. The report is incomplete at this time
 2. E-materials have the only consistent numbers
 3. Lori continues to place orders, spent 36% of the budgeted amount
 - a) 45% increase spent on e-materials over last April
 - b) added three magazine titles to Flipster, which is getting greater use
 - E. Lori thanked the Board for continuing to pay staff salaries. They feel valued
 - F. Comments:
 1. Walter commented that he has seen a great improvement in the virtual story times since they started. He suggested the following:
 - a) acquire a selfie ring for better lighting
 - b) pay the staff for miscellaneous expenses (Lori noted that they are reimbursed)
 - c) purchase lapel mics
 2. Jack asked about email donor lists. Lori has switched to Constant Contact and it should be easier to organize lists
 - G. Upcoming Events

1. Webinar on Covid-19 Reopening on June 2
2. District Librarians Meeting on June 9
3. The next SAC (System Advisory Council) meeting will be in August

H. Motion to accept made by Cordelia, seconded by Jack, motion carried

VII. Treasurer's Report - presented by Cordelia Rosazza (see attached)

- A. Cordelia reported that many numbers in the budget are out of whack due to the current situation (e.g., the electric bill is much lower than budgeted)
- B. She expressed concern about income - wondering if the municipalities will send expected funds
- C. She cautioned about 'making up' programming and other expenses when the library reopens
 1. Lori is aware of being cautious/frugal when reopening
- D. The Foundation endowment was down \$96,000 in April, hopefully it will improve in May
- E. Comments
 1. Shelly recommended a public relations campaign to raise awareness of what the library has been doing during this time
 2. Jack suggested that we may need to pursue additional fundraising if government funding declines

VIII. Old Business - none

IX. New Business

- A. Grants to pursue - specific to Covid-19
 1. PHC Cares - for museums and libraries
 2. Chester County Community Fund Covid-19 Rapid Response – three-tiered program based on need, the third tier targets organizations suffering revenue losses due to the pandemic
 3. The board discussed quick turnaround needs and the amount of money to apply for
- B. Re-opening plans
 1. Lori requested a volunteer from the Board to help develop procedures and train staff.
 - a) prepare the staff, collection and facility
 - b) start curbside pickup
 - c) offer in-person services with restrictions
 - d) Jack and Sue volunteered
 2. Charging fines and fees will resume when fully reopened
- C. Recognition of staff members
 1. Staff members to include
 - a) three youth services staff
 - b) Lisa Sweet and Rochelle from Circ
 - c) Rebecca, Admin Assistant
 2. Sue asked Board members to submit ideas to her

X. Committee reports - none given

XI. Other items for discussion - none

XII. Adjournment - 8:15

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