

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
NOVEMBER 17, 2020

AGENDA

CALL TO ORDER

WELCOME and INTRODUCTIONS

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of October 27, 2020 Meeting (p. 2)
- Chester County Library Director Report (p.6)
- Henrietta Hankin Branch Manager's Report (p.9)

FINANCIAL STATEMENTS

- October 2020 Exton and Hankin Financial Statements (p.11)

FOR APPROVAL

- Policy Review and Approval
 - Gifts (p 17)
 - Technology Use (p.19)
 - Volunteers (p.20)
 - Supporting Organizations Of The Chester County Library (p.21)
- Standard Affiliation Agreement - West Chester University Social Services (p.22)
- 2021 Holidays and Closings (p 28)

FOR INFORMATION/DISCUSSION

- 2020 Keystone Recreation, Park and Conservation Fund Grant Approval (p.29)

REPORTS/CORRESPONDENCE

- President's Report
- Director's Report
- Branch Manager's Report
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor's Comments

Upcoming Events

Date– December 15, 2020 9:00 AM CCL Board Meeting, Virtual

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
October 27, 2020

Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice President; Kathleen Pearse, Secretary; Richard Hankin and Jim Norton

Board Members Excused

Lisa Ionata, Treasurer

Others Present

Marguerite Dube, Director, Chester County Library & District Center; Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Joe Kohri, Finance Manager; Lauren Harshaw, Continuing Education and Advocacy Coordinator; and Maureen Crawford, Administrative Assistant

CALL TO ORDER: 9:40 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On a motion made by JoAnn Weinberger, seconded by Jim Norton, the Minutes and Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

September 2020 Exton and Hankin Financial Statements

Due to the shut down and several full time and part time vacancies this year, Chester County Library are under budget for salaries and benefits. Hankin is over budget due to cost in salaries, as two long standing employees retired and received accrued leave pay. Building expenses are under due to closures. The Library material spending is under as there has been a hold on material spending until the end of October. For both libraries, fees and fines are down.

On a motion made by Kathleen Pearse, seconded by Jim Norton, the September 2020 Exton and Hankin Financial Statements were unanimously approved.

FOR APPROVAL

Board Resolution for Waiver of State Standards

We are requesting a waiver from the State in the event that the library does not meet the required hours, although we are currently opened the required number of hours. We are also requesting a waiver in case we cannot meet the 12% requirement. However, we feel we will meet that requirement as well.

Bill Connor and JoAnn Weinberger will sign the Waiver for State Standards, which will be forwarded to the state.

On a motion made by JoAnn Weinberger, seconded by Jim Norton, the Board Resolution for Waiver of State Standards was unanimously approved.

FOR INFORMATION/DISCUSSION

Board Vacancies/James Norton Resignation

The Board and Marguerite thanked James Norton for his many years of service. JoAnn Weinberger was approved to be the representative for the System Advisory Council for 2021. Richard was appointed as Chair of the Nominating committee and JoAnn and Kathy as members.

On a motion made by Kathy Pearce, seconded by Richard Hankin, the appointment of JoAnn Weinberger to the SAC was unanimously approved.

2020 Budget

Marguerite discussed the 2020 Budget. There will be some cut backs of the purchase of materials. Fines and Fees are starting to come in, although not at the same level as last year. There were some expenses that were lower than expected such as programming, training, maintenance and supplies. We should meet at least the 12% required for materials. Marguerite will create a draft budget for 2021 based on the 5/12 state funding so we can discuss our financial situation at the November Board meeting.

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

- The Keystone Grant application has been submitted, but there has not been a response from Commonwealth Libraries.
- The approved parking lot design should be ready by the end of 2020.
- Door counts are increasing steadily, although patrons are using the library differently
- The candidate for the PR position will start on Monday, November 2. Her name is Monique (Niki) Kolb.
- About 20 staff from Chester County Library and 6 from the Hankin Branch attended the PaLA Annual Conference. This was paid for by the Friends from both libraries.
- The Outdoor sign is up and running. It has color and graphics, and Sara and Erin were trained in using it.
- Marguerite participated in the Whiteland Township's Technical Assistance Panel. The Township is conducting this panel in conjunction with the Urban Land Institute. The purpose is to explore what actions can be taken to manage growth in the area. The Panel considered the Library to be an important and valuable asset to the community. There was discussion about the future plans for the mall.

- The Library was experiencing spam issues on the website. To correct the issue, a switch of the host for the website was completed, which eliminated the problem and made it much faster. In addition, the library will be subscribing to a web accessibility solution to make the site more accessible to those who have vision, cognitive or learning disabilities.
- The new calendar is up and running well.
- Marguerite wrote letters to all legislators in CCL and Hankin's service areas. We received a nice note back from Senator Dinniman promising to support library funding. Pre-printed letters to legislators are available in the public area of CCL for patrons who would like to send letters. Information on contacting the legislators is posted on various social media sites. Lois Shupp and Jamie Claxton set up Resistbot account to make it easy to submit letters online.
- There was a discussion about sending an e-mail blast to the full list of library users. There was a question as to whether this is an appropriate use of the e-mail system. JoAnn suggested that the Friends of the Library could send of the message. We will look into the possibility of the Friends send out a letter as a supporting organization.

West Whiteland Township's proposed budget indicates that they will give us level funding in the amount of \$9,500 for 2021.

- **Branch Manager's Report**

- A design architect provided some design ideas for the carpeting throughout the library.
- New blinds were installed but already need repairs.
- Door counts are higher, especially with Voters' Services being in the building. Patrons have reported that the Voters' Service representatives have been very helpful and are happy the services are available. Some people have been surprised to find out there was a library there.
- Circulation of physical materials for both adults and children are increasing.
- LibCal is a significant improvement over Evanced.
- 6 staff members attended the PaLA Annual Conference. Staff will be getting together to review sessions attended.
- Staff in Reference continue to do a great job in planning virtual programs. Financial Literacy and Adult Craft programs are very popular.
- The Hankin Friends started the push to have the public write letters to legislators. Friends have a display with the letters asking people to join the Friends. They would be happy to send out an email blast as well. Marguerite commented that the Hankin Friends group is very proactive.
- Meghan and one of the Friends board members attended a West Vincent Township Parks and Rec Commission meeting to discuss ideas for StoryWalk® in Evans Park. This project started last year but got delayed, but may happen next spring
- Waiting for approval for Library Assistant Position III Circulation position and currently interviewing for a part time Reference Librarian position.

Friends of CCL - Marguerite talked to the Friends about other ways of doing the book sales but no definite plans have been made.

Friends of the Henrietta Hankin Library – Meghan reported the Friends opened The Book Nook and they are still wanting to do a book sale.

Visitors' Comments - None

The meeting was adjourned at 10:20

Approved
Kathleen Pearse, Secretary