

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
JANUARY 19, 2021

AGENDA

CALL TO ORDER, 9:00 AM (Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of meeting December 15, 2020 (p. 2)
- Chester County Library Director Report (p.6)
- Henrietta Hankin Branch Manager's Report (p.9)

FINANCIAL STATEMENTS

- December 2020 Exton and Hankin Preliminary Financial Statements. (p11)

FOR APPROVAL

- Public Demonstrations Policy (p.17)

FOR INFORMATION/DISCUSSION

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– February 16, 2021 9:00 AM CCL Board Meeting, Virtual

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
DECEMBER 15, 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, Monique Kolb, Public Relations/Graphic Specialist

CALL TO ORDER: 9:45 AM

PUBLIC COMMENTS:

Marguerite introduced Monique Kolb, who is the new Public Relations/Graphic Specialist

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

November 2020 Exton and Hankin Financial Statements

Due to the shutdown, Chester County Library is still under budget for salaries, benefits, materials and services. Hankin is also under budget and salary expenses have leveled off. We were previously over budget due to two long term employees retiring and receiving accrued pay. The cost for the carpeting project at Hankin has been carried over to 2021. Revenue from fines and fees are significantly under budget due to the shutdown. This may cause the need to cut back in purchasing of materials.

On a motion made by Richard Hankin, seconded by Kathleen Pearse, the November 2020 Exton and Hankin financial statements were unanimously approved.

FOR APPROVAL

2021 Slate of Officers

The 2021 Slate of Officers was presented for approval. The nominations are: Bill Connor as President, JoAnn Weinberger as Vice President, Kathleen Pearse as Secretary, and Lisa Ionata as Treasurer.

On a motion made by James Norton and seconded by Richard Hankin the 2021 Slate of Officers were unanimously approved.

2021 Board Meeting Schedule

On a motion made by JoAnn Weinberger and seconded by Kathleen Pearse, the 2021 Board Meeting Schedule was approved.

2021 State Aid Budget

The 2021 State Aid Budget was reviewed by the Finance Committee on Friday. There was a slight increase in State Aid of \$4,902 due to funding formula changes. Township appropriations are stable for 2021. Revenue and Charges were down significantly for 2020 and it is not anticipated they will increase in 2021. The Trust is providing \$50,000 for E-Books and \$20,000 for large type books, which will help offset the reduction in revenue. The libraries will receive \$90,000 from the County for materials. The Friends gave money in 2020 for professional development, and there are still funds available for 2021. This year, we will only be having one volunteer holiday luncheon rather than two luncheons. The Friends of the Library will cover this expense. We will be at 15% of material spending when including DCA and CCA. CCL/Hankin will be at 32% for e-materials. JoAnn reported that she provided the budget material to Lisa Ionata for review. Lisa supports the budget as presented.

On a motion made by JoAnn Weinberger, seconded by Richard Hankin, the 2021 State Aid Budget was approved.

Policy Review and Approval

The Exhibit/Display, Personnel, and Public Demonstrations Policies were presented for review and approval. The Exhibit Display was approved with minor edits. There were no changes to the Personnel Policy. There were some edits to the Public Demonstrations policy. Joe Sherwood recommended that the Public Demonstration Policy be sent to the County Solicitor's Office for legal review prior to approval as the policy affects the public and may be used in legal matters at some time.

On a motion made by Richard Hankin and seconded by James Norton the policies for Exhibit/Display and Personnel policy were approved as reviewed/revised.

FOR INFORMATION/DISCUSSION

No Items for Information/Discussion

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

- Marguerite, Joe Sherwood and John Dargay met virtually with Kathy Babcock and Dori Bova of Kelly/Maiello Architecture to review the timeline as stated in the Keystone Grant. KMA agreed to hold their original prices, except for an additional \$2,500 on-site survey to confirm existing conditions of the MEP systems in the absence of as-built documents.
- Front Parking Lot Redesign – No changes

- The commissioners, Bobby Kagel, Becky Brain and Taylor Pettit distributed pies and expressed their thanks on November 18 to the staff for the hard work being done. This was done in lieu of the picnics not being held this year.
- The staff organized a well-run campaign to urge funding for State Libraries. The funding was restored. Although our local legislators did not support the funding, Christi Buker of PaLA urged thank you letters be sent anyway to let legislators know how hard staff is working. These letters were sent on December 14, 2020.
- Due to the rise in COVID -19 cases and the Governor's directive, Chester County Library and Hankin eliminated seating throughout the library. Browsing, indoor checkout, one-hour computer usage, and laptop lending in the parking lots are still available. These steps are being taking to ensure health and safety of patrons, volunteers and staff.
- There have been staff out for testing due to possible exposure to COVID 19 or illness with COVID symptoms. Department Heads are trying to allow people to work at home if possible, while still covering the desks and the PIC schedules.
- Volunteers have been helping with the health screenings at entrances. Everyone is helping with the book sorting due to the van driver shortage.
- Pam Marquette and Meghan Lynch are working with AARP Foundation Tax-Aide program to provide tax service.
- Beginning in October, the JTC is offering VHS Digital Conversion Services to patrons free of charge. The staff spent over 100 hours to digitize 59 VHS and cassette tapes. Marguerite has suggested asking for a small fee for this service as well as small fees for proctoring, museum passes and internet hot spots.
- The library participated in the Chester County Toys for Tots program. Both patrons and staff have been very generous in their response.
- The Friends of Chester County contributed \$15,000 to the Capital Fund which was set up last year to help with first floor redesign. The fund is currently at \$40,000. This was despite being unable to have book sales to fund raise this year.
- The Chester County Library Trust approved the request for funding in the amount of \$97,000 which will fund equipment and furniture to create a makerspace in Hankin Branch. It also included funding for e-materials and large type materials, museum passes, adult programming, and maintenance of the StoryWalk®.

Branch Manager's Report

- Building Update –Meghan is still communicating with the MKSD Architects as she was not satisfied with the first set of plans for carpeting in Youth Services and Reference Areas. The minor repairs to the blinds have been completed.
- In person seating was rolled back on December 1 due to the increase in COVID-19 cases in the county. In person browsing is limited to 30 minutes, in person computer usage to 1 hour. Parking lot lap top usage is still available as well as curbside and in-library holds pickup.
- There was a slight decline in both curbside pickups and overall circulation of physical materials in November. It was about 82% of last year.
- State Senator Andy Dinniman was at the library on November 24, 2020 to present a bookmark created to honor Henrietta Hankin. Her sons, Bob and Richard Hankin, as well as JoAnn Weinberger, attended.

- Karen conducted a diversity audit of the juvenile biography collection. The collection reflected more diversity than expected.
- Virtual Programs are ongoing. The Winter Reading program for adults will begin on December 15 and run through February 14, 2021.
- Henrietta Hankin Library acted as a collection center as well as a hub for the Chester County Toys for Tots. There was great participation in the program.
- A grant from the Chester County Library Trust was approved to create a Makerspace in the Quiet Study Room. There are various tools that will be in the space and were selected to inspire creativity.
- The Friends of the Hankin Branch Library have built a new website: <https://hankinlibraryfriends.org/>

Friends of CCL - None

Friends of the Henrietta Hankin Library - None

Visitors' Comments -None

Additional Comments:

Bill Connor and Marguerite Dube thanked James Norton for his many years of service on the Chester County Library Board and his contributions to the library.

The meeting was adjourned at 10:15.

Approved: January 19, 2021
Kathleen Pearse, Secretary