

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES  
MONTHLY MEETING (VIRTUAL)  
DECEMBER 15, 2020**

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**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 November 17, 2020 Meeting (p.2)
- Chester County Library Director Report (p.6)
- Henrietta Hankin Branch Manager's Report (p.9)

**FINANCIAL STATEMENTS**

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

**FOR APPROVAL**

- 2021 Slate of Officers
- 2021 Board Meeting Schedule (p. 17)
- 2021 State Aid Budget
- Policy Review and Approval
  - Exhibit/Display Policy (p18)
  - Personnel Policy (p.19)
  - Public Demonstrations (p.21)

**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**

**Tuesday, January 19, 2021, 9:00 AM – CCL Board Meeting, (Virtual)**

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES**  
**MONTHLY MEETINGS – VIRTUAL**  
**November 17, 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, Vicky Brown, Chester County Financial Office

**CALL TO ORDER:** 9:20 AM

**PUBLIC COMMENTS:** None

**EXECUTIVE SESSION:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

*On motion made by JoAnn Weinberger, seconded by Kathy Pearse, the Minutes and Consent Agenda were unanimously approved.*

**FINANCIAL STATEMENTS**

**October 2020 Exton and Hankin Financial Statements**

Due to the shutdown, Chester County Library is still under budget for salaries, benefits, materials and services. Hankin, which was over budget due to two long standing employees who retired and received accrued leave pay, is now leveling off. Charges and Fines revenue is still down but is starting to increase. Marguerite has asked Department heads to cut back material spending. Marguerite suggested the option of using some money from the reserve if needed at the end of the year.

*On motion made by James Norton, seconded by Richard Hankin, the October 2020 Exton and Hankin Financial Statements were approved.*

**FOR APPROVAL**

**Policies Review and Approval**

Gifts, Technology Equipment Use, Volunteers, and Supporting Organizations of the Chester County Library policies were reviewed and approved with edits to make consistent with other policies.

*On motion made by JoAnn Weinberger, seconded by Richard Hankin, the policies for Gifts, Technology Equipment Use, Volunteers and Supporting Organizations of the Chester County Library were approved as reviewed/revised.*

#### **Standard Affiliation Agreement – West Chester University Social Services**

The Harwood Community Engagement Leadership Team held a Community conversation with attendees from previous conversations: Janet Zeis, Chester County Food Bank; Carol Meinhart, OIC; and Tracy Dougherty, Chester County Workforce Coordinator. We talked about how things have changed since we held the conversations 18 months ago. The need is even greater for people due to COVID. The continuing theme is that Chester County has numerous resources available, but people don't know how to access them. We had originally thought that the library could be a hub to gather this type of information, but because of staff time and other costs, it would not be feasible. Janet Zeis recommended that we contact West Chester University's social work program to see if we could have an intern here to assist people in need. The Team met with West Chester University's Department of Social Services to explore hosting a social work intern at the Library in early 2021. The intern will be present in the library 2 days a week for 14 to 16 hours a week. The intern will help patrons access the multiple services available in the County. A copy of the standard affiliation agreement is included in the packet for approval. The agreement is in force for up to five years, but can be cancelled within 90 days at any time. Bill Connor authorized Marguerite a one-time authorization to sign the agreement. The Social Worker will start in January and work with Melissa and Lois in Reference.

*On motion made by Richard Hankin, seconded by JoAnn Weinberger, The Board approved a one-time authorization for Marguerite to be the site authorized representative to sign the Standard Affiliation Agreement with West Chester University.*

#### **2021 Holidays and Closings**

Marguerite submitted the 2021 Holidays and Closings for approval. The calendar is based on the County calendar with some exceptions, such as Christmas Eve. The County added Juneteenth to their calendar for next year.

*On motion made by JoAnn Weinberger, seconded by Kathy Pearse, The Board approved the Holiday Closing Schedule.*

#### **2021 Nominating Committee**

The slate of officers for the Board will be presented at the December Meeting. The slate includes Bill Connor, President; JoAnne Weinberger, Vice President; Lisa Ionata, Treasurer; and Kathy Pearse, Secretary.

#### **FOR INFORMATION/DISCUSSION**

##### **2020 Keystone Recreation, Park and Conservation Fund Grant Approval**

Marguerite announced that Chester County Library has been approved for the 2020 Keystone Recreation, Park and Conservation Fund Grant. The bids are due February 28, 2020. The amount is \$387,500. This money is to be used for first floor improvements in the library. Marguerite will reach out to the designers as well as John Dargay at the County. Publicity about the grant should clarify that the

money is a Capital Grant and must be used for building improvement and cannot be used towards operating.

## **REPORTS/CORRESPONDENCE**

### **President's Report - None**

#### **Chester County Library Director's Report**

- The Keystone Grant was approved. Marguerite will reach out to the designers and County Facilities to start the process.
- The Parking Lot Redesign is still in progress.
- The Door Counts continue to increase. Contactless service (Curbside Pickup, Self-Checkout, HoldIt Lockers) remains popular. People are using the library differently.
- Monique Kolb (Niki) started as the new Public Relations/Graphic Specialist on November 2, 2020 and is doing a great job
- The latest StoryWalk® was installed at Exton Park. The selected book is *The Thing about Yetis* by Vin Vogel. Erin Dowdall added an interactive page at the end asking visitors to take a picture of their favorite page and tag the library on social media.
- We've had a table set up and volunteers and staff have been talking to patrons urging them to contact their local legislators about state library funding. People have been sending letters and using ResistBot and have been getting responses. The Friends sent out over 17,000 e-mails in an "e-mail blast."
- Bruce is still short staffed with van drivers. Two part time positions are still open.

#### **Branch Manager's Report**

- Additional ideas on the carpeting design were sent to the designers.
- Voters Services wrapped up on Election Day. Patrons provided good feedback on having the services available.
- Hankin will collect Toys for Tots as well as act as a hub for drop off for other locations.
- The library updated their display of books.
- A second session of story time started the week of November 1.
- The Youth Services Department continues to get a good response to the Book Bundles and take-and-make crafts.
- Reference Librarians at HH and CCL have collaborated on a series of National Novel Writing Month Programs. JoAnn is going to provide Meghan a name of an author who may be able to hold a virtual workshop.
- Adult craft programs are very popular.
- Friends of Hankin Branch will be sending out an e-mail blast to over 6,000 patrons to request they contact their legislators to advocate for library funding. They are in the process of designing a new website and wanted to wait until that was finished to send it out.
- Sent out letters to all the municipalities to remind them of all the great things they are doing and appreciate their support
- Candidate for the part time position is in the process of being approved by the County in December.
- Completed a Crisis Communication Workshop held through Office of Commonwealth Libraries.

Friends of CCL - None

Friends of the Henrietta Hankin Library - None

**Visitors' Comments**

Joe Sherwood received an e-mail during the meeting that Honeybrook is closing and will do curbside and appointment only.

The meeting was adjourned at 9:50 AM

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Approved  
Kathleen Pearse, Secretary  
December 15, 2020