

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
FEBRUARY 16, 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 January 19, 2021 (p. 2)
- Chester County Library Director Report (p.5)
- Henrietta Hankin Branch Manager’s Report (p. 8)

FINANCIAL STATEMENTS

- December 2020 Exton and Hankin Financial Statements (Final) (p. 10)
- January 2021 Exton and Hankin Financial Statements (p.14)

FOR APPROVAL

- Fines and Fees Schedule (p.19)

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, March 16, 2021 9:00 AM – CCL Board Meeting (Virtual)

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
January 19, 2021**

Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice President; Kathleen Pearse, Secretary; Lisa Ionata, Treasurer, Richard Hankin

Board Members Excused

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; Monique Kolb, Public Relations/Graphic Specialist; Maureen Crawford, Administrative Assistant; Vicky Brown, Chester County Finance Office Liaison; and Marian Moskowitz, County Commissioner

CALL TO ORDER: 9:15 AM

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW OF ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS December 2020 Exton and Hankin Preliminary Financial Statements

The December 2020 Exton and Hankin Financial Reports are preliminary as the books are not closed at this time. Personnel expenses are still under budget due to closures and vacancies for both CCL and Hankin. Charges and fines are under budget There are still some 2020 bills coming in. Due to the hold on purchasing of materials, CCL will have approximately \$12,000 and Hankin approximately \$9,000 left in the accounts. This money will be transferred to the reserve funds. Even though we have spent less than budgeted on materials, we will still meet the 12% required by the State. The final numbers will be presented in February.

On motion made by Lisa Ionata, seconded by Richard Hankin, the December 2020 Exton and Hankin Preliminary Financial Statements were approved.

FOR APPROVAL

Public Demonstrations Policy

Chester County reviewed the revisions made to the Public Demonstration Policy and approved the changes.

On motion made by JoAnn Weinberger, seconded by Richard Hankin, the Public Demonstration Policy was approved.

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

President's Report – no President's report

Chester County Library Director's Report

- First Floor Redesign Plan - John Dargay and Joe Sherwood Met with KMA to review equipment, power and data requirements on January 11. A second meeting was held on January 12 with the First Floor Redesign Team. The meeting was held to respond to specific questions regarding missing pieces such as the design of the reference desk and multimedia area. Once the plan is completed, it must be presented to the state by the deadline to develop a bid package.
- Marguerite, Joe Sherwood and Bruce met with County Facilities on January 12 to review plans for the parking lot. The parking lot will be strictly one-way traffic and will replace the parking spot near the door with a pull-off area. There will be three lanes of traffic. Originally the plans called for 14 additional spaces but may go down to 12 spaces due to the configuration of the handicapped spots. The primary goal is making the parking lot safer.
- Staffing continues to be affected by the rise in COVID-19 cases. Although there have been few cases among the staff, staff have been required to quarantine due to possible exposure outside of work. Two people in Youth Services requested a leave of absence, and this department is already short staffed.
- Susanne Gore, one of the long-time members of the Friends of The Chester County Library, donated \$50,000. Marguerite and David Chartier met with her to thank her. The money has been added to the capital fund, bringing the total to \$91,000. The funds will be used for the redesign of the first floor.
- Although door counts were down in December, check outs and holds are higher. Use of curbside pick up and the HoldIT unit are also higher.
- The Customer Service Satisfaction Survey was launched. There have been 2,700 responses so far.
- The social work intern will start on January 26th. Melissa and Lois interviewed her. Most of her time will be spent in the Reference department at CCL, but she will visit Hankin.
- Jamie Claxton is working with Deb Rikess of OIC to apply for the ALA/Dollar General American Dream Literacy grant in the amount of \$5,000. The Friends support this application.
- Sara Lim Harden and her team will be offering homework assistance in writing and math to kids ages 6 to 12. This will be done virtually.
- Marguerite will be working with Joe Kohri to show him how to do the state aid annual report. Joe will be preparing the Board financial reports going forward.

Branch Manager's Report

- The design of the new carpeting has been selected and put out to bid. The carpeting will be in both the Youth Services and the Adult Reference/Young Adult areas.

- There was a slight increase in curbside pickups and overall circulation of physical materials in December.
- Two staff members tested positive for COVID in December. 7 staff members were required to quarantine for two weeks. Hours at Hankin had to be reduced temporarily but the staff in Circulation kept everything running smoothly.
- Claire Michelle Viola from the Reference Department gave a Presentation about the Next Chapter Book Club to the staff of the Bucks County Youth Services Department. This program is for developmentally challenged adults 16 years and older.
- Personalized Reading Suggestions are being utilized more by patrons. Doing promotion of the services.
- The Adult Winter Reading program started on December 15 and will run to February 14th. There are 62 participants.
- Story Time started at the beginning of the year.
- The Youth Services Department Winter Read Aloud Program will run for the month of February.
- Working on putting together the Makerspace, which will be funded by the Chester County Library Trust.

Friends of CCL – No report

Friends of the Henrietta Hankin Library – No Report

Visitors' Comments – no report

The meeting was adjourned at 9:35 AM

Approved February 16, 2021
Kathleen Pearse, Secretary