

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
MARCH 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 February 16, 2021 (p.2)
- Chester County Library Director Report (p.6)
- Henrietta Hankin Branch Manager's Report (p.9)

FINANCIAL STATEMENTS

- February 2021 Exton and Hankin Financial Statements (p.11)
- CCL and Hankin Fund Balances (p.15)

FOR APPROVAL

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, April 20, 2021 9:00 AM – CCL Board Meeting (Virtual)

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
FEBRUARY 16, 2021**

Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice President; Lisa Ionata, Treasurer; Kathleen Pearse, Secretary; 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; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Maureen Crawford, Administrative Assistant, Vicky Brown, Chester County Financial Office

Public Attending:

Michael Skay, Timothy Stokes, Brian Taylor

CALL TO ORDER:

PUBLIC COMMENTS: None

EXECUTIVE SESSION:

There will be an Executive Session after the Board Meeting to discuss personnel matters.

REVIEW AND 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 Financial Statements

There were no major changes from the December preliminary reports. Regarding the State Aid Reports, at the end of the year, CCL had a balance of \$15,942.67 and Hankin had a balance of \$10,679.47, which was transferred. per the Reserve Funds Policy: Technology Fund: \$13,311.07, CCL Capital Fund: \$3,188.53, HH Capital Fund: \$2,135.89, Materials Fund: \$5,324.43, Programs Fund: \$2,662.21 for a total of \$26,622.14. The 2020 Fund Balance Report is now showing a zero balance in CCL and Hankin for the end of the year Less spent than budgeted on materials to offset reduced revenue. However, the 12% required by the State was still met. Joe Kohri will close the books in MIP in the next few days.

January 2021 Exton and Hankin Financial Statements

Chester County Library and Hankin are under budget due to a couple of full time and part time positions still open. Maintenance Building and Grounds is over due to a boiler valve needing to be replaced.

State Aid money for CCL and Hankin will be recorded in February. Miscellaneous Revenue is over due to background check money. The \$20,000 from the county for Materials should be spread over the 4 quarters. This will be fixed next month.

On motion made by Richard Hankin, seconded by JoAnn Weinberger, the final December 2020 Exton and Hankin Financial Statements and the January 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR APPROVAL

Fines and Fee Schedule

There were some minor changes on the Fine and Fee Schedule. The schedule is posted on the Library's Website.

On a motion made by Lisa Ionata and seconded by JoAnn Weinberger, the changes on the Fines and Fee Schedule were unanimously approved.

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

President's Report - None

Chester County Library Director's Report

- First Floor Redesign – The team reviewed the Reference/Multimedia desk and furniture plans and made some recommendations for changes as the original plans for the area were too large. There have been many communications including e-mails and side meetings on the redesign plan. There were final tweaks to the electrical, data and furniture plans for inclusion in the package.
- Front Parking Lot Redesign – the plan is being finalized and needs to be presented to West Whiteland for review and approval.
- The libraries were closed on 2/1 and 2/2 and opened late on 2/11. The library closed early on 2/15 because of weather predictions of icy conditions.
- Staffing continues to be affected by the rise in Covid-19. Although there were minimal cases for employees, some staff were required to quarantine due to possible exposure. Marguerite noted that every employee must be screened as well as their temperature taken when entering the library. The volunteers have been a great help with the screening process. When a volunteer is not available, Nancy McLeod and the circulation staff must take the temperatures.
- The Public Service Department heads discussed allowing seating in the library starting March 1 as cases in the county are declining. This would free up seating in the public computer area as people tend to sit at the computers even if they are not using them. This would also allow patrons to work on their own laptops. The time limit won't be monitored unless the library becomes crowded.
- Sam Bardarik, the Business Librarian, submitted a proposal to the Friends to help meet the needs of the business community. The Friends approved the request in the amount of \$10,500. Sam met with local chambers, SCORE and Kutztown SBDC to discuss services needed. It was

decided to use the funds to purchase 14 electronic volumes of the Gale Business Plans Handbook to supplement the print collection. Funds will also be used to market and promote the collection.

- Madeline Hammerschmidt, the social work intern, started on 1/29/2021. This is the first time for this program. Madeline will be at the library through May 1st and will be working on projects related to health and human services information and helping patrons to fill out forms. Madeline will present a summary of her work with the library in the form of a report and visual presentation as her final project.
- Jamie Claxton and Debbie Rikess of OIC applied for a second installment of the American Dreams Literacy grant in the amount of \$5,000. The decision should be made on 2/17.
- Laura Salvucci, Reference and Periodicals Librarian put together a digital book to document, through a timeline and photos, the activities at the library from March 2020 to December 2020. She plans to put a print copy in CCL's archives in the Burke room. It may also appear in additional county/library related or other public facing communication, for example the Pennsylvania Libraries COVID-19 Digital Archive Project. JoAnn Weinberger noted that the document could be posted on the Website. Laura is working with Niki and Jenna to add to the Website.
- Van Service – There has been a driver that has been hired. The staff has been helping with sorting in the Van Room.
- Jeanne Clancy held the Great Backyard Bird Count program for older preschool and younger elementary kids and their families on January 20. Pam Marquette presented the adult version.
- Virtual Adult Programs are doing very well. The stand out programs include Alternatives to Cable TV, Great Backyard Bird Count, 1918 Pandemic in Philly, Introduction to Genealogy, LinkedIn. The 1918 Pandemic in Philly had 94 attendees. The Children's Great Backyard Bird Count for Kids had 24 attendees. The children's programs are not as popular. Marguerite noted that virtual programs should continue even after the pandemic is over due to their popularity.

Branch Manager's Report

- Meghan noted she agreed that the virtual programs seem to be more popular with adults rather than children.
- There has been a decrease in curbside pickups but a slight increase in overall circulation of physical materials.
- Have been talking with West Vincent Township about holding some outdoor story times at Evans Park in early summer and installing a StoryWalk. Will attend the March Parks and Rec Commission Meeting to discuss further. The Friends of Henrietta Hankin are interested in funding the StoryWalk.
- The AARP Tax Aide program started up. They will offer free tax preparation at the library on Thursdays and Fridays. There were 162 appointments booked. There has been a very positive response from patrons.
- The first session of story times ended the week of 2/8 and will resume on 3/1. Preschool music and movement programs are scheduled in the interim.
- 75 families are registered for the Family Winter Read Aloud Program.
- The Youth Services department is offering a new STEAM class for students in grades 3-5. They will continue to offer a STEAM class for students in grades K-2.

- The Refresh your Garden Design program in January had 54 attendees.
- Staff in both departments are planning a program to align with the Longwood Gardens Community Read. The program will include a take and make birdfeeder craft for children. Josh Maxwell, a County Commissioner, had commented on the program on Twitter. There is a discussion group scheduled for the adult selection book.

Friends of CCL

- The Friends had asked if they could set up a donation date on a future Saturday. After the books are collected, David would coordinate with vendors that sell used books.

Friends of the Henrietta Hankin Library

- The Friends of the Henrietta Hankin Library launched their new web site. The site is: hankinlibraryfriends.org.

Visitors' Comments

- None

The meeting was adjourned at 9:40 AM

Approved March 16, 2021
Kathleen Pearse, Secretary