

**CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
APRIL 20, 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 March 16, 2021 (p.2)
- Chester County Library Director Report (p.10)
- Henrietta Hankin Branch Manager’s Report (p.14)

FINANCIAL STATEMENTS

- March 2021 Exton and Hankin Financial Statements (p.5)

FOR APPROVAL

- Proposed Change in Hours of Operation

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

- President’s Report
- Director’s Report (p.10)
- Branch Manager’s Report (p.14)
- Friends of the Chester County Library
- Friends of the Henrietta Hankin Branch Library
- Visitor’s Comments

Upcoming Events

Tuesday, May 18, 2021 8:30 AM – CCLS Board Meeting, CCL (Virtual)

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

Board Members Present

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

Board Members Excused

Brian Taylor

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; Monique Kolb Public Relations/Graphic Specialist; Maureen Crawford, Administrative Assistant

CALL TO ORDER:

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

None

REVIEW OF ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

For the County Budgets of CCL and Hankin, personnel services are still under due to open positions at both locations. Materials and Services is under at both locations due to COVID monies not being spent yet. Maintenance at Hankin is over by 50% due to a pump needing to be repaired as well as two heat exchangers needing to be repaired.

For the State Budgets of CCL and Hankin, all revenue has now been received from the state. Charges are under and fines are over. Library Materials are under with invoices in process. Supplies, Services and Charges are all under.

JoAnn asked about the fines and fees being over. Marguerite said it was due to some people not realizing the library was open and could return items. She also had kept the budget for the fines and fees low due to the pandemic.

On motion made by Richard Hankin, seconded by JoAnn Weinberg, the February 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR APPROVAL: None

FOR INFORMATION/DISCUSSION: None

REPORTS/CORRESPONDENCE

President's Report – No report

Chester County Library Director's Report

- First Floor Redesign – the bid specifications were finalized and approved by the state. At the commissioners meeting, the commissioners approved to put the bid out. Waiting for approval of the contract from the state.
- Front Parking Lot Redesign – The public hearing for West Whiteland Township is scheduled for March 25. The County needs to send written notices to residents living within 300 feet of the property. Not sure if the notices will be sent out in time for the meeting.
- Libraries were closed February 18 and 19 due to a snow storm. Despite the closures, checkouts remained almost level compared to January and were 70% of February 2020. The numbers were attributed to patrons placing holds and checking out items.
- Because of declining COVID cases in the County, CCL and Hankin began to allow seating for up to two hours starting March 1, 2021. Currently, few patrons are taking advantage of the seating.
- CCL did not receive the second installment of the American Dreams Literacy grant for \$5,000. The Friends of the Chester County Library agreed to fund the work with OIC to continue some of the initiatives started with previous grant funds, such as ESL conversation groups. Will also be able to buy work books.
- The 2020 State Aid Report was submitted by the deadline of March 12. Marguerite will send the signature sheet to Bill and Lisa.
- Received a letter notifying us that the company that developed LibraryInsight, the software used to manage hotspots and museum passes, will stop operating at the end of the year. A task force has been set up to look at alternatives including Sierra or Libcal.
- A few staff members volunteered to assist the Chester County Health Department to register residents eligible for the Phase 1 COVID vaccines. The staff reported a positive experience and would assist in the future if needed.
- Voters Services – On March 5 staff from County DCIS and Voters Services visited library to determine where to place the permanent ballot box. The box will be placed alongside the book drops on the island in the front parking lot. Marguerite has concerns with the possibility of people placing ballots in the book drop boxes. She mentioned the issue to the county staff.
- JoAnn asked what the collection group is going to do with the Dr. Seuss books that are no longer going to be published. Marguerite said the books are not going to be removed. People are checking them out currently. If the books are not returned, they cannot be replaced.

Branch Manager's Report

- Voters Services came for a site visit to determine a location for a permanent ballot box. They also discussed hosting a satellite voters service office again in the future.
- A pre-bid meeting for the carpeting project will be held on March 18.
- In person seating resumed on March 1st due to a drop in COVID rate in county. Still asking patrons to limit themselves to 30 minutes of browsing and/or 2 hours of seating. There is also

1-hour computer usage. Still offering parking lot laptop lending and curbside and in-library holds pickups.

- There was a slight decrease in curbside pickups and overall circulation of physical materials in February due to weather.
- The AARP tax program started February 11 and will continue through April 9. 52 people attended in February despite the weather issues. A Saturday date was added. There are 196 appointments scheduled for March and April and just a few appointments remain open.
- Gave a presentation on March 3 to West Vincent Township Parks and Recreation Commission to propose a partnership to install and maintain a StoryWalk™. The township and the Friends will provide the funding.
- Reference Librarians attended a Reference Roundtable hosted by Sam Bardarik about referring patrons to Business and Career Resources.
- Meghan and Jamie Claxton are co-chairing on the library's Equality, Diversity and Inclusion Committee. The committee members are attending a three-week training offered by Library Journal. The training is to help develop measurable goals and priorities for the committee.
- Staff in Reference and Youth Services decided to continue to have virtual programs only through the summer. The second 2021 session of story times began the week of March 1. The Youth Services Department Family Winter Read Aloud program took place in February. Over 75 families participated. There were 462 hours of reading completed.
- Offering a series of programs with museums and attraction that the libraries currently hold museum passes to. There was a popular program with the Mercer Museum. There are programs scheduled with the Mutter Museum, Audubon Center, Philadelphia Magic Gardens and Boyertown Museum of Historic Vehicles. Co-hosted the Eastern Pennsylvania State Penitentiary program.

Friends of CCL

The Friends are unable to collect any books for sales as the books that can't be sold are no longer able to be recycled. Until there is a way to dispose of the books, no additional books can be accepted. Some leftover books are being sold in the lobby.

Friends of the Henrietta Hankin Library

The Friends of Henrietta Hankin are running some special sales at a table in the lobby as well as in the Book Nook, however, they are unable to collect additional books as they have too many books currently.

Visitors' Comments

No visitor comments.

The meeting was adjourned at 9:50 AM

Approved April 20, 2021
Kathleen Pearse, Secretary