

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING (VIRTUAL)
MAY 18, 2021

AGENDA

<https://zoom.us/j/93305443787?pwd=aG9wM09ZM0NCT0dBRE42U1IGVURQZz09>

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 April 20, 2021 (p. 2)
- Chester County Library Director Report (p.6)
- Henrietta Hankin Branch Manager's Report (p.10)

FINANCIAL STATEMENTS

- May 2021 Exton and Hankin Financial Statements (p.12)

FOR INFORMATION/DISCUSSION

FOR APPROVAL

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
 - Committee Reports
 - Ad Hoc Committees
 - Standing Committees
 - Institutional Advancement
 - Executive
 - Policy
 - Finance (p. 16)
 - Strategic Planning & Facilities
 - Governance
- Visitor's Comments

Upcoming Events

Tuesday, June 15, 2021 9:00 AM – CCLS Board Meeting, CCL (Virtual)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
April 20, 2021

Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice President; Lisa Ionata, Treasurer; Kathleen Pearse, Secretary; Richard Hankin, Michael Skay, 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; Vicky Brown, Chester County Financial Office, David Chartier, Friends of CCL

CALL TO ORDER:

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

For the County Budgets of CCL and Hankin, personnel services are still under due to open positions at both locations. Maintenance Building and Grounds budget is over due to repairs that needed to be made. For the State Budget of CCL and Hankin, charges are under and fines are over. Lisa asked about the Friends of Henrietta Hankin total funds being under budget on the Fund Balance report. Meghan explained that HH requests approval for expenditures, makes the purchase and then requests a reimbursement from the Friends' Fund.

On motion made by Lisa Ionata, seconded by Richard Hankin, the March 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR APPROVAL

Proposed Hours of Operation

Marguerite reviewed the hours of operation to determine if the evening hours should be moved from 9:00 PM to 8:00 PM as door counts remain lower during that last hour. Those hours would be used to open on Sundays, 1:00 PM to 5:00 PM. The evening hours have been quiet, and Sunday may be busier. This change will take place on June 1, 2021. The changes have been discussed with the staff. Henrietta

Hankin is not open on Sundays during the summer, so the HH library will maintain their current schedule. Michael Skay suggested monitoring the usage during those hours so any complaints about the changes can be tracked. The new hours are: Monday through Thursday 9:00 AM to 8:00 PM, Friday 9:00 AM to 6:00 PM, Saturday 9:30 AM to 5:00 PM and Sunday 1:00 PM to 5:00 PM.

On motion made by Kathy Pearse, seconded by Richard Hankin, changing the Hours of Operation for CCL to: Monday to Thursday 9:00 AM to 8:00 PM and opening on Sunday 1:00 PM to 5:00 PM starting June 1, 2021 were unanimously approved.

System Wide Author Event

Marguerite requested approval from the Board to participate in the System Wide Author Event. Each participating library agreed to sell 10 tickets.

On motion made by Kathy Pearse, seconded by Richard Hankin, participation to the System Wide Author Event was unanimously approved.

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

President's Report

None

Chester County Library Director's Report

- Keystone Grant First Floor Redesign- Submitted the First Quarter Report to the State as required. To date, the formal contract from the State has not been received. This has caused the project to be delayed. The new time line will move the likely start date for construction to September instead of June. Agatha has contacted the State several times to check the status of the contract. Joe said the Office of Commonwealth Libraries submitted the contract to the Department of Education for final review and signature. After the contract is signed, there will need to be additional approvals made at the County Level. Agatha will reach out to find what the end date to complete the project is.
- Front Parking Lot design has been approved by West Whiteland Township and water testing was done on April 14. The work should start this summer.
- Hankin Parking Lot – Ernie Hollings, Executive Director of CCATO, contacted Bobby Kagel expressing concern about the Hankin Parking Lot. Jan Bower, Director of County Facilities, will respond to him on the status of the project.
- The County released the new performance evaluations last week. There was a quick turnaround time this year and the reviews are due by the end of April. The evaluations do not have any ratings this year. The County gave an across the board raise of 3%. Joe noted that job descriptions may have changed this year making it harder to evaluate performance but there still needs to be a formal process to discuss performance and goal setting with employees.
- Chescolibraries.org Website – The website is 7 years old and there have been increased spam issues on the site. Jenna reached out to the web developer who suggested the host be changed, which was completed. There are still problems and the site cannot be updated and needs to be re-designed. Jenna formed a small committee to review the needs and to write an RFP for design services. Talked

to the current designer who estimated the cost would be \$25,000 to \$28,000. There are several sources of funds for the project, including the technology fund that may be used to cover the costs. JoAnn asked Marguerite to tell Jenna to reach out to Tim Stokes about getting insights to make changes.

- Department Heads have been working on a revised COOP plan. The plan has been overhauled based on the experiences with the pandemic and the ability to provide remote services to patrons. The plan includes what each department needs to keep running.
- The new StoryWalk® was installed at Exton Park. The book selected was Ruby's Birds by Mya Thompson, which was selected by Longwood Gardens as a Community Read in 2021. Marguerite thanked Erin Dowdall for her work on the project.
- West Whiteland and the County Parks Department are interested in holding an Exton Park Community Day. The Library is a co-sponsor of the day. The event is planned in September.
- The Board Members and Joe thanked Marguerite for all her work during her tenure at the Library in both her Finance Manager position and Library Director position.

Branch Manager's Report

- Voter Services confirmed they will move forward with the plan to install a permanent ballot drop box. A second cable was installed for the security camera.
- Received the bids for the carpeting. 2 bids were over the total budget but 3 bids for the carpeting project were submitted that would meet the budget.
- Meeting with Joe to discuss the priorities for facility improvements to the building so any costs can be included in the 2022 County Budget.
- There were some issues in the parking lot but costs for repairs and improvements were included in the budget.
- In-person seating continues to go well.
- The end of the quarantine of materials made the jobs for pages easier and the change was received positively.
- There was a slight decrease in curbside pickups in March but overall circulation of physical materials is up nearly 20% over February. The trend upwards continues.
- The 2020 performance evaluations continue and will be completed by the end of April.
- There is some collection shifting. Reintegration of some of the collections including career and test guides and "paper back classics" to make it easier for patrons to find the titles or topics they are looking for.
- AARP Tax Aide program was extended due to the extension of the tax deadline.
- Staff in reference and Youth Services departments continue to do a great job planning virtual programs. Adult and Children's Summer reading program planning is continuing. One staff member will be out, so as much planning is being done at this time as possible. The two Next Chapter Book clubs for adults with developmental difference has a loyal group of attendees. There are 8 regulars for the Tuesday group and 7 for the Wednesday group. Thinking of starting another group as the maximum participation should remain at 8 attendees.
- Meghan thanked Marguerite for all her support. Meghan will be submitting the CCL Board Report in the interim between Directors.

Friends of CCL

David Chartier discussed that the main issue for funding for the Friends is that the key fund-raising event, The Book Sale, has not been able to be held due to the pandemic. The Friends ramped up the effort to get monetary donations during the COVID crisis. There was a significant donation of \$50,000. The money was funneled to COVID programs for small businesses. Looking to get volunteers back in the library and resolving recycling of books that cannot be used in the sale. The Friends may also plan a "Donation Day."

Friends of the Henrietta Hankin Library

The Friends issued a statement of support for the StoryWalk® in West Vincent. They are hoping to have the book sale in the fall. Deciding if they want to accept new donations for the sale or use the current supply of donated books.

Visitors' Comments

None

The meeting was adjourned at 9:40 AM.

Approved May 18, 2021
Kathleen Pearse, Secretary