

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
JUNE 15, 2021
MONTHLY MEETING (VIRTUAL)

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 May 18, 2021 (p. 2)
- Chester County Library Director Report (p.8)
- Henrietta Hankin Branch Manager's Report (p 12.)

FINANCIAL STATEMENTS

- May 2021 Exton and Hankin Financial Statements (p.14)
- Fund Balance Report (p.18)

FOR INFORMATION/DISCUSSION

- CCL Fees (DVD's / Audio materials) (p. 19)
- Meeting Room technology discussion

FOR APPROVAL

- Meeting Room Policy (p.22)
- Meeting Room Mask recommendation (p.28)
- Meeting Room public access date

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
 - Policy
 - Strategic Planning & Facilities
 - Executive
 - Finance
 - Governance
- Visitor's Comments

Upcoming Events

Tuesday, July 20, 2021 9:00 AM – CCLS Board Meeting, CCL (Virtual)
Wednesday, June 30, 2021 1:00 PM Institutional Advancement Committee (Virtual)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – VIRTUAL
May 18, 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

Joe Sherwood, Executive Director, CCLS; Meghan Lynch, Henrietta Hankin Branch Manager; Agatha Lyons, District Consultant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Monique Kolb Public Relations/Graphic Specialist; Maureen Crawford, Administrative Assistant, Vicky Brown, Chester County Financial Office

CALL TO ORDER:

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

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

April 2021 Exton and Hankin Financial Statements

CCL budget is under for Salary and Benefits due to openings. There was a \$31 thousand bill for the architect for the First-Floor redesign. For Hankin, there is no major difference for personnel services. Materials and services are under budget. Maintenance, Building and Grounds is over budget due to heater exchange repairs. For the State Budget, there will be a format change, so the report can be run from MIP using Report Writer. Joe will provide a report to Lisa for review. State Aid has been received for the year. Charges are under and fees and donations are higher than budgeted. Lisa noted that the notes on the report are not matching the figures. Lisa asked to make sure notes are updated. JoAnn asked when the fees (for Audios / DVDs) will be discussed. This will be discussed at the June DLM as we are currently gathering more information.

On motion made by Lisa Ionata, seconded by JoAnn Weinberger, the April 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR APPROVAL

Acting Director

As the CCL Director position is still opened, the Board approved Joseph Sherwood as Acting Director of CCL.

On a motion made by JoAnn Weinberger and seconded by Kathy Pearse, Joseph Sherwood was unanimously approved to be the Acting Director of CCL Library.

FOR INFORMATION/DISCUSSION

REPORTS/CORRESPONDENCE

President's Report

None

Chester County Library Director's Report

- Building Updates:
 - First Floor redesign pre-bid meeting will be held on May 25th.
 - Facilities, Purchasing and Joe Sherwood will be discussing the furniture purchase and the use of Costars.
 - Voter Services installed the permanent ballot drop box on the island with book drops in mid-April.
- Marguerite's service to the Library was commemorated by the County with a citation that was issued by County Commissioners and presented to Marguerite on April 21.
- Total checkouts across both libraries fell a little from the prior month but circulation is up from last year. Door counts are down from the previous month.
- It was decided at the DLM meeting that materials no longer need to be quarantined as information indicates that COVID is not transmitted through surface contact.
- Performance reviews were completed.
- Incident Response Team Leaders had the Narcan and emergency supplies updated so they are current.
- Lois Shupp became the new ILL Manager.
- Jacobs Technology Center
 - has joined the Tech Owl CreATe Together program and began to field requests to use Digital Media Lab and Makerspace tools to create assistive technology devices. Remy Way is spearheading this partnership.
 - Remy is working with partner organization, ChesCo Disability Resource Directory. They reached out to the local Lions Club for technology grants. They also reached out to the Chester County Association for the Blind and Visually Impaired who provided a Video Magnifier/CCTV for patrons. It is near the large type section.
 - JTC will create a DMLM services feedback form which will let them know what other services patrons would like us to offer and if they are satisfied with current services.
- Multimedia staff are currently working on a large project to reorganize and weed most of the collection in the department before the re-design is started.
- Graphics -Completed and distributed the CCLS Annual report and began to work on the design of the CCL/HHB Annual Report. The CCLS report has been shared at the Legislative Meetings. Designed and distributed posters and bookmarks for Riley Sager Event on July 1 for all member libraries and created and shared a complete 9-week Social Media toolkit for the event.

PR/Graphics Coordinator Niki Kolb submitted 4 press releases to local publications in April to promote library programs and initiatives.

- Melissa Kohl heads the Museum Pass Committee. The Committee is looking for an appropriate and cost-effective replacement for Library Insight reservation and lending software for Hot Spots and Museum Passes, which expires by the end of the year. Many libraries are also looking, so there is a wait time to get demos.
- Committee is working on the Website Redesign. The first meeting is next week.
- Volunteers are returning slowly but surely.
- Youth Services is finishing up the preschool story time which ends this month. Finishing up planning the summer reading program. The theme is Tails & Tales: Patch Power 2021. It starts June 7th.
- Adult Programs:
 - The Longwood Gardens Community Read programs are very popular with 200 to 260 participants registered per session.
 - Basic Backyard Composting was well attended.
 - Yoga programs continue to be popular
 - Programs being planned include: Quarterly programs in cooperation with Chester County AG Council and monthly program on Healthy Eating with partner ShopRite

Branch Manager's Report

- Contractor was selected for the carpeting project and is waiting for approval from the County. Need to get the work schedule confirmed.
- Submitted recommendations for facility improvements for inclusion in the 2022 Budget.
- Hankin had a slight decrease in curbside pickups in April. Overall circulation decreased from March.
- Reopened "Express Lane" self-checkout station.
- Book displays, and programs have been created to commemorate Asian and Pacific Islander Heritage month in May
- There is a virtual Meet-the-Author event on May 24th.
- The AARP Tax Aide program ended. There were 276 community members that received tax assistance for 2021.
- Increased Flipster subscriptions to include additional travel and cooking publications as well as contributing toward Scientific American and Entertainment Weekly with other libraries.
- The CCLS Equality, Diversity, and Inclusion committee is planning to complete a collection sample audit and a program audit by the end of the year. Remy has been working on identifying and gathering information about assistive technology grants that could be useful to our patrons.
- We have hired a new PT Reference librarian and a PT Library Assistant who will be a member of the Reference department but will primarily be working in our MakerSpace
- Youth Services is wrapping up Spring reading program and will start Summer Reading Programs for all ages on June 7th.

Fines and Fees Discussion

There was a question raised about fees for DVDs and if all libraries are being charged. The money budgeted for fines and fees at CCL for 2021 was considerably less than in 2019. Lisa and JoAnn asked how the money is being replaced. Agatha reached out to member libraries to see if they charged fees; it varies between libraries. Marguerite had been replacing money from fees with other sources. Lisa discussed that the fees scheduled needs to be reviewed before any changes. Patrons will go to a library that does not charge fees, therefore, fee schedules need to be consistent. DVDs are not as popular as people are using streaming services more. At the start, video content cost more to purchase than other materials such as e-books. Other questions revolve around audio books as they are available without charge on Overdrive. Michael Skay asked if DVDs may eventually not be rented anyway and Joe did say the usage is down. However, for CCL and Hankin it is a viable source of income. Lisa suggested looking at previous years to see the changes from year to year. Options to replace funds are limited and probably would cause less spending on books and materials. Sustainability Analysis that was recently done did not include reducing fees. It was decided that the decision should be made for the 2022 budget.

Mask Mandates

There was discussion on the guidance that has been provided by the County, State Department of Health and CDC regarding the wearing of masks. At this time, a decision was made that vaccinated people are not required to wear masks. Because minors under age of 15 are either not vaccinated or fully vaccinated at this time, they will still be required to wear masks. In cases of different guidance between the agencies, it was decided that County and States rules will supersede CDC rules. There was a question if masks should be required in Youth Sections, but Meghan pointed out this type of rule would be very challenging to enforce.

On a motion by Richard Hankin, and seconded by Michael Skay, CCL and Hankin will follow the County, State, and CDC guidelines that vaccinated people will not be required to wear masks was approved except for Lisa Ionata.

Meeting with Public Service Staff/Changes for June 1, 2021

- On June 1, all Pennsylvania mandates are removed. The only restriction that would remain is mask requirements for non-vaccinated people. At this time, the library is not crowded. JoAnn suggested that social distancing restrictions be kept.
- All of programming has been planned to be virtual through the fall. JoAnn asked about summer reading. Meghan mentioned that patrons participating in the Summer Reading Program can come into the library to pick up materials, but programming will remain virtual. Programming in the fall will be hybrid giving patrons the option to either participate virtually or in person. Meghan asked that Hankin Meeting rooms be added for consideration for any technology that is added for the hybrid programs/meetings.
- Occupancy time – currently the time limit for browsing is ½ hour and 2 hours at tables. After June 1, the libraries will follow the CDC guidelines. Niki will need to change signage and communications will need to be made to public. Lisa has concerns about the public following the honor system and exposure of the staff. Meghan mentioned that staff is concerned with the speed that changes in guidance are occurring. Some staff is not fully vaccinated and are

concerned that the public is not vaccinated. Joe has advised staff to tell a patron to stop if they are harassing the staff and to call the police if the harassment continues.

Meeting Rooms

Currently meeting rooms are not open to the public. Staff will need to book rooms for staff meetings if the rooms are opened to the public. There are concerns that the rooms are small and does not have special ventilation. JoAnn asked if there could be different rules for use of the rooms, but this would be hard to enforce. Joe suggested looking at the Meeting Room Policy and then putting the rooms available July 1, 2021. Michael suggested the rooms coordinating with starting of in person programs. Joe suggested the occupancy rate could be adjusted. The Policy Committee will review the policy and present the policy at the July Board Meeting.

Friends of CCL and Hankin Book Sales

There is a meeting scheduled with Bruce, Joe, Meghan and Susan regarding the Book Sales. There is concerns as the book sale is a very crowded area. There is also concerns with the parking lot work and the 1st Floor redesign. The Book Sale does generate a lot of revenue, around \$20,000 per sale and each library has two sales a year. Joe and Meghan will request plans from the Friends. CCL's Book Sale is scheduled for October 8th through the 10th and Hankin's is scheduled for November 4th through 7th. Meghan asked if the Friends could require masks at these events. This will be discussed further at the June Board Meeting.

Building Updates

There is a pre-bid meeting for the projects. There are issues with the quotes on the furniture through Costars.

Committee Reports

Finance

The Finance Committee met several weeks ago. There are changes in the way the County Budget will be handled. It will be "priority based". There is a consultant who is developing the process. Priority based will be designed through services offered by the Libraries. A Search Firm was contacted to provide a quote to do a search for the CCL Director position. There have not been a lot of applicants. The original posting did not include the range for the salary. There are many senior positions available (or will soon be) across the State. There have not been any applications from the System. Joe reached out to a firm that is doing the Allegheny and York positions. JoAnn suggested that Joe be authorized to use the Search Firm. Lisa said either the Trust or Program funds could be used.

On a motion made by JoAnn Weinberger, seconded by Richard Hankin, Joe Sherwood was unanimously authorized to use fund for a search firm to recruit, screen and provide qualified candidates for the CCL position.

Technology Fund

Joe will work with Tony to get pricing for either a mobile solution or a permanent solution to provide technology for meeting rooms. The rooms would be the Annex at Hankin, the Burke Room and the Story Telling Rooms. There is \$212,000 in the Technology Fund.

Visitors' Comments

None

The meeting was adjourned at 11:15 AM.

Approved June 15, 2021
Kathleen Pearse, Secretary