

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
JULY 20, 2021

AGENDA

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

CALL TO ORDER, 9:00 AM (Burke Board Room/Virtual)

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of meeting June 15, 2021 (p. 2)
- Chester County Library Director Report (p.7)
- Henrietta Hankin Branch Manager's Report (p.12)

FINANCIAL STATEMENTS

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

FOR INFORMATION/DISCUSSION

- Audio/DVD Fee Removal – Budget Adjustments (Finance Committee) (p.19)

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
 - Strategic Planning & Facilities
 - Governance
- Visitor's Comments

Upcoming Events

Tuesday, August 17, 2021 9:00 AM – CCLS Board Meeting, CCL (Burke/Virtual)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS
June 15, 2021

Board Members Present

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

Board Members Excused

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 Liaison

CALL TO ORDER: 9:05

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Executive Session will follow the meeting

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

May 2021 Exton and Hankin Financial Statements

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

Fund Balance Report

The Fund Balance Report shows a negative number under the Friends of Hankin. This reflects money that has been approved by the Hankin Friends, but not reimbursed yet. Hankin gets approval for expenditures and then receives money from the Friends after the purchase.

On motion made by Richard Hankin, seconded by Brian Taylor, the May 2021 Exton and Hankin Financial Statements were unanimously approved.

FOR INFORMATION/DISCUSSION

CCL Fees (DVDs/Audio Materials)

Joe reported that Rebecca ran the fee revenue for the DVDs and Audio Materials accounts for CCL and Hankin. The total in the 2021 budget for CCL and Hankin is \$45,200. Most Member Libraries, other than Coatesville, would like to remove fees for these services. This would be a large amount to replace. There are several issues, primarily that if some libraries charge and others don't, patrons may pick up at a library with no fee. These fees will probably decrease as fewer patrons are using the services. Circulation of audio books on CD are decreasing as digital audio books are available for free through Overdrive. Lisa asked how the revenue is going to be replaced, but most of the Member Library Directors feel the amount could be made up in other areas. Although the libraries did not charge fees during some or all of 2020, CARES money made up for some of the loss of the revenue for 2020 and 2021. Going forward, this money will not be available, and Member Libraries will have to find ways to replace the revenue. CCL/Hankin have the largest portion of the fees. Lisa mentioned that the difference will have to be made up by cutting purchasing of materials for 2021 and 2022 which will affect all the libraries. It was decided to continue the discussion at next month's meeting.

Meeting Room Technology Discussion

The Burke Board Room was set up with equipment (75" touch screen monitor, sound bar and camera) borrowed from the County to test out. To use the equipment, an additional Zoom subscription for "Zoom Room" would need to be purchased. The camera can focus to the person talking but it causes a delay. A decision will need to be made if the equipment and additional subscription should be purchased. It is possible the equipment could be used in other rooms including the Struble Room, the Annex and Community Rooms at Hankin or Story Telling Rooms. Joe will investigate pricing for the equipment and Zoom Rooms. Another option would be to have the screen mounted on the wall on some of the locations such as the Story Telling Rooms.

FOR APPROVAL

Meeting Room Policy

The Policy Committee reviewed the Meeting Room Policy and made the following recommendations for changes:

- Added individuals as well as organizations.
- A Certificate of Insurance will be required for both profit and non-profit organizations.
- A refund will not be issued if a reservation is cancelled, unless the room is cancelled by the Libraries.
- Streamlined the uses: the rooms can not be used for private parties or receptions, sales events, and users cannot charge for attendance at the event.
- Catering services must be approved in advance.
- Took out the statement the Library will maintain a list of people who cannot use the room.
- There will be the same cost at both libraries. Small conference rooms at Hankin will have a lower cost. The rooms that will be available in Reference after the CCL renovations will have the same cost as the small conference rooms at Hankin.
- There will be no walk-in reservations for the HHB Annex and CCL Struble rooms.
- Any technology that is requested, must be requested prior to the meeting.
- The people who reserve the room will need to do set up.

- There will be an additional fee of up to \$50.00 if the room needs to be cleaned. No future rooms will be approved if the fee is not paid.
- Removed language about waiving fees at the Library's discretion.
- The fees and occupancy rate will be included in an appendix.

On a motion made by Richard Hankin, seconded by Lisa Ionata, the revised Meeting Room Policy and Appendix were unanimously approved with minor changes.

Meeting Room Mask Recommendation

The Committee had recommended that the CDC recommendation for Public Transportation which requires everyone wear masks be used. Meghan pointed out that the masking requirements is being lifted on June 28. After discussion, it was decided that the policy for masks in the Library will also be followed for meeting rooms.

Meeting Room Public Access Date

Joe has requested that the staff put their reservations for rooms into LibCal before the calendar is opened to the public.

On a motion made by Richard Hankin, seconded by Kathleen Pearse, a motion to open the meeting rooms on July 6, 2021 was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report

None

Chester County Library Director's Report

- First Floor renovation bidding is in process and Joe Sherwood is working with several vendors for additional COSTARS quotes for the furniture
- Parking Lot is scheduled for the Fall.
- Meghan thanked the Department Heads for providing the reports.
- Overall usage of contactless checkouts is 19% up over last month.
- Jacobs Technology Center's event, a Star Wars themed Guess the 3D Print Facebook Live event was a success with 634 views and 128 engagements. The participants enjoyed the event very much.
- Stephanie and Jessie met with representatives from Cloud Library and Hoopla to discuss the possibility of acquiring or transitioning to additional digital platforms.
- Public Relations, along with Lauren Harshaw, helped to conduct 10 successful Legislative Meetings throughout May and early June. Member Libraries Trustees were able to connect with their Representatives and Legislators.
- Adult and Youth Summer Reading Programs kicked off last week. The program had a significant increase in the number of participants over last year. CCL Adult Summer Reading program has 32 registered and Hankin has 33 registered adults. The CCL Children's reading has 418 participants in June and Hankin has 200 participants which is double from last year.

- The Friends of the Libraries are anxious to have the book sales at both Hankin and CCL. Joe has asked the Friends to provide a plan on how the sale will be conducted as the libraries are short staffed and will not be able to assist with the sale as in previous years.
- Tech Services are replacing OCLC with SkyRiver

Branch Manager's Report

- The roof in Youth Services was leaking. The gutters were cleaned, and the problem seems resolved.
- Waiting to hear about the carpeting replacement. It should be scheduled for Mid-July.
- The Parking Lot repair is tentatively scheduled for the fall.
- With COVID restrictions lifting and social distancing guideline being removed, there is more usage in the libraries. Up 20% in the door count.
- Applied for a grant through the Office of Commonwealth Libraries last year. Hankin had been put on a waiting list last year but was approved for this year. This will allow the STEAM programming to expand to reach additional young patrons when programming starts in the fall.
- The Library Assistant is working on Maker Space program and is planning staff training and public programming. The Maker Space will open soon.
- Programming is continuing, and Summer Reading has a lot of participants.

Time Keeping

Joe discussed that the County is implementing a new time keeping system for Payroll that will replace Kronos. The new system will start June 20th. Sally Weaver will be on site on June 20th as the staff who handle payroll at CCL will be on vacation.

Friends of CCL

Susan Walraed attended the Friends Meeting to discuss the Book Sale.

Friends of the Henrietta Hankin Library

Meghan attended the Friends of Henrietta Hankin Library meeting to discuss the book sale. They will be sending the plan to Joe for approval.

Committee Updates

Funding Task Force

There were no updates this month.

Institutional Advancement Committee

There were no updates this month.

Policy Committee

Joe sent a schedule of the policy reviews and this will be discussed at the next Committee Meeting.

Strategic Planning and Facilities

There were no updates this month.

Technology

There were no updates this month.

Executive Committee

There were no updates this month.

Finance Committee

There were no updates this month.

Governance Committee

There were no updates this month.

Visitors' Comments

None

The meeting was adjourned at 10:02AM.

Approved July 20, 2021
Kathleen Pearse, Secretary