

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING
AUGUST 17, 2021

AGENDA

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

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

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

- July 2021 Exton and Hankin Financial Statements (p.12)
- Fund Balance Report (p.16)

FOR INFORMATION/DISCUSSION

- Fall 2021 Program plans

FOR APPROVAL

- Memorandum of Understanding, Chester County OIC, Inc. (p.17)
- CCL Facilities Policy (p.18)

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, September 21, 2021 9:00 AM – CCLS Board Meeting, CCL (Virtual & In-person)

CHESTER COUNTY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETINGS – BURKE BOARD ROOM/VIRTUAL
July 20, 2021

Board Members Present

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

Board Members Excused

Bill Connor, President

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: 8:30

PUBLIC COMMENTS: None

EXECUTIVE SESSION: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

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

FOR APPROVAL

FOR INFORMATION/DISCUSSION

Audio/DVD Fee Removal – Budget Adjustments

The removal of fees for Audio/DVD has been discussed with Member Libraries as well as the Finance Committee. The only Member Library that wants to keep the Audio Book/DVD fees is Coatesville. The total revenue for the system is \$75,000 and CCL's portion is \$45,000. Many times, patrons will ask material to be transferred to a Member Library that does not charge fees. With the potential change in the revenue budget with removal of Audio Book and DVD rental fees, the amount of \$23,000 would need to be replaced. (\$19,000 for CCL, \$4,000 for HH). Joe met with staff to discuss areas that could be cut. Based on high demand for some services such as eMaterials and children's print collection, these services will not be reduced. The budget will be looked at in Late August or September. JoAnn noted that these materials should be considered part of the collection and therefore should not have a fee

according to the Library Code. Lisa Ionata noted that she would rather wait until January 2022 to remove fees, so the change in income could be included in budget planning. Fees will remain for video games, hot spots and meeting rooms rental. Also, the fee for “renting” a book that is in high demand and allows a patron to jump the hold line will remain. The fee is \$1.50 for a week. In addition, Joe noted that these changes do not include removal of late fines. Lisa agreed that with the removal of fees by Member Library, that the removal of fees should begin August 1, 2021.

On a motion made by Richard Hankin and seconded by Brian Taylor, starting on August 1st, the fees for DVDs and Audio books will be removed, and the recommendation for the reduction and re-allocations required in the budget due to the changes were unanimously approved.

REPORTS/CORRESPONDENCE

President’s Report - None

Chester County Library Director’s Report

- Meghan thanked the CCL Department Heads for submitting their reports.
- Circulation – Door counts remain at about half of where they were prior to COVID, but checkouts are only down by 26% and holds are up by 15%.
- The JTC was contacted by Terry Kenworthy from Chester County Head Start regarding the basic computer one-on-one tutoring service we offer. Terry is hoping to partner with CCL on this program.
- The eMaterials Committee decided the current digital platform, OverDrive, at the appropriate level rather than on adding additional platforms. They will be making a presentation at the DLM with recommendations for member library funding.
- Public Relations:
 - created an insert for CHOP to include with their book giveaways that children receive when they come for their annual physicals.
 - Pam is working with Chester County Historical Center to re-establish the partnership from a few years ago. Pam was also contacted by Dr. Kern Schwarz, director of the Mather Planetarium at West Chester University, concerning a family event she would like to partner with CCL on. They are working on dates and details.
- Reference: Melissa reported the Committee that is seeking a replacement for Library Insight decided to move forward with Museum Key, a Capira product. They are working on planning for the transition.
- Tech Services:
 - Jenna is working on the Website Committee. They are finalizing a proposal for user experience testing to give to Joe and continue to work on rewriting the RFP.
 - There was also the first Meeting for the Discovery Layer Committee. They viewed a demo from Innovative on their Vega product.
- Volunteers:
 - The Friends decided to cancel the book sale, but the book bin was opened for donations. There is concern about the number of donations and how they will be handled by the Volunteers. The book bin may be opened only 2 days a week.
 - Volunteers and Susan continue to co- host virtual programs

- Youth Services:
 - Summer programs are going well. 1,100 children signed up, there is an in-person and virtual option.
 - GSK Science in Summer bags and rosters were delivered for distribution.
- OIC has been using a defunct stamp for mailing. When Joe reviewed the partnership agreement with OIC he found it expired June 30th. He sent a request to OIC to review and update the contract. JoAnn will call Joyce at OIC to get the contract updated.
- Joe is working with staff and the County on reviewing building access, security, cleaning and delivery and other duties that were completed by Bruce. Joe is working to get security codes and the keys updated as the keys are not labeled. Joe is also asking Tony's staff to do an inventory of items in the garage.
- The parking lot construction is still out for bid. The parking lot needs to be completed by a certain date due to the weather.
- 1st Floor Renovation. The construction contract is out to bid. County Purchasing is working with the Solicitors office to resolve them Joe Sherwood is working with County Purchasing and furniture vendors to finalize the furnishings. The Architect's package was sent to Costars; however, the vendors contacted Joe that package will need to be redone to get a more reasonable price. Arranged to go to the vendor to look at the chairs and other furniture needed. The information will also have to be sent to 2 other vendors. The County requires the contractors to have an apprentice program and most contractors may not have the program. Richard asked about the deadline and there is a deadline for the grant.

Branch Manager's Report

- Building Update:
 - We are waiting on notification of when the carpeting replacement project is scheduled. The first vendor selected was not bonded so a new vendor was selected and needs to be approved by the County Commissioners.
 - Parking lot repair is tentatively scheduled for the Fall. A pre-bid meeting was held on July 8th.
 - County Facilities staff visited on July 12th to discuss Facilities Improvement Requests.
- Circulation of physical materials in June was up more than 20% over May.
- Curbside pickup continues to decline, but we will continue to offer it for the patrons that utilize it. Received a thank you note for the convenience note from a patron for the service.
- Summer Reading for all ages kicked off on June 7th. This year's theme is Tales and Tails. We decided to return to a paper-based format for all age groups. As of July 13th, we have 71 PreK patrons, 317 children in grades K-5, and 133 teens, and 81 adults signed up to participate.
 - The Youth Services department is also participating in the Patch Power! Program, which allows young patrons to complete self-directed learning activities in order to earn decorative patches.
 - Fun virtual programs have been planned for all ages
- Planning for Fall programming, including in-person programming. Story Time will return in person.

- Getting the meeting room calendar up to date. Usage for small rooms is increasing. Looking to find a way to pay for rooms on line.

Committee Updates – Most Committee updates were made at the CCLS Board Meeting

Funding Task Force -No report

Institutional Advancement Committee -No report

Policy Committee-No report

Strategic Planning and Facilities -No report

Technology- No report

Executive Committee - No report

Finance Committee- No report

Governance Committee - No report

Friends of CCL

Niki will make sure the rooms are available for the CCL Friends for the book sale. No final decision has been made on whether the sale will occur.

Friends of the Henrietta Hankin Library

The Friends submitted the proposal for the book sale and was approved by Joe, but the book sale may be cancelled due to resignation of members of the Friends.

Visitors' Comments

Richard Hankin mentioned that the construction on the Pipeline has been temporarily halted. Any questions regarding the pipeline should be referred to the County.

The meeting was adjourned at 9:42 AM.

Approved August 17, 2021

Kathleen Pearse, Secretary