

CHESTER COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
MONTHLY MEETING - VIRTUAL
JUNE 16, 2020

AGENDA

CALL TO ORDER, 8:30 AM (Virtual))

WELCOME and INTRODUCTIONS

ANNOUNCEMENT OF EXECUTIVE SESSION (IF NECESSARY)

PUBLIC COMMENTS

REVIEW AND ADOPTION OF CONSENT AGENDA

- Minutes of May 19, 2020 meeting (p. 2)
- Executive Director Report (p. 6)
- District Consultant Librarian Report (p. 11)
- Development Director Report (p. 24)

FINANCIAL STATEMENTS

- CCLS Financial Statements – May, 2020 - DCA & CCA (p. 25)

FOR INFORMATION/DISCUSSION

- Reopening Libraries
- Confirmation of Summer Board meeting schedule (p. 27)
- Announcing another round of the Helen Russell Scholarship Fund applications– to be awarded at September meeting

REPORTS/CORRESPONDENCE

- President’s Report
- Executive Director Report (p. 6)
- District Consultant Report (p. 11)
- Development Director Report (p. 24)
- System Advisory Council Report
- Visitor’s Comments

Upcoming Events

Tuesday, July 21, 2020, 8:30 AM - CCLS Board Meeting, Virtual

**CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
May 19, 2019**

CCLS Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice-President; Kathy Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin and Jim Norton

Member Libraries Present

Laurie Schwabenbauer, Director, Avon Grove Library; Marguerite Dube, Director, Chester County Library & District Center; Nancy Niggel, Director, Chester Springs Library; Kate Lamb, Board Member, Chester Springs Library; Alan Silverman, Director, Easttown Library; and Denny Leeper, SAC President and Easttown Library Board Member, Meghan Lynch, Manager, Hankin Library and Lara Lorenzi, Director, Phoenixville Library

CCLS Staff Present

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Jenna Persick, Manager, Technical Services; Melissa Kohl, Manager, Reference; Elizabeth Alakszay, Staff Development and Advocacy Coordinator and Linda Farrelly, Administrative Assistant

Others Present:

Vickie Brown, Chester County Finance Department

CALL TO ORDER: 8:30 AM

WELCOME AND INTRODUCTIONS

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

Chester County Library System Financial Statements – April 2020 (DCA and CCA)

On motion made by Kathy Pearse, seconded by Lisa Ionata, the April 2020 CCLS Financial Statements were approved and filed for audit.

FOR INFORMATION/DISCUSSION

Chester County Community Foundation Financials

The financial reports for the Chester County Community Foundation as of March 31, 2020 were included in the packet

2020 Legislative Breakfast

Now that the Annual report has been filed work can begin on the Legislative Booklet. After discussion it was agreed that planning for a September Legislative Breakfast should begin, knowing that it could be virtual.

Reopening Libraries

Bill asked about plans for reopening libraries. The directors have all been working on reopening plans. The Office of Commonwealth Libraries (OCL) has posted guidelines for reopening when the county moves from red to yellow. Currently, for access to County buildings, individuals are screened for temperature and answer a questionnaire. The individual Library Board's may need to approve a policy regarding entering library facilities. Member libraries are looking at curbside pick-up, additional cleaning, plexi-glass screens at service desks, hand sanitizers and providing PPE.

Marguerite noted that the plan is up in the air until a date is known. Staff would get into the building to set up traffic patterns and determine how many staff should be allowed in each area. PaLA has posted a questionnaire for staff to complete to determine how staff are feeling about coming back to work inside the buildings. The County wants to know what the staff would do when it is time to come back to work, although they are encouraging staff to work from home if possible. The County has completed a deep clean of both buildings. Governments are exempt from the stay at home/essential workers only orders. Some libraries have opened for limited services in the yellow counties. Some were waiting for the guidance from OCL. State funding is at risk if libraries open prior to the governor saying the county is yellow.

Bill requested that Re-Opening Libraries be an agenda item for the next meeting.

FOR APPROVAL - None

REPORTS/CORRESPONDENCE

President's Report - None

Director's Report

- Joe is drafting another message to all patrons; it will probably go out today
- The County has started a new weekly newsletter
- Joe attended the Atglen Library Board meeting – they are going to cancel their WizardFaire and are looking at other fundraising opportunities
- Joe has been stressing to the member libraries to keep in touch with their local officials and remind them of all of the services the library continues to offer.
- BTB Security – nothing new
- Marguerite has a pro-level subscription to Zoom which seems to be working well. It is a better tool for programming and larger groups.
- Finance Department
 - The audit for the CCL Trust is complete so the CCL audit can now be finalized
 - The audit for the member libraries is still being worked on. Not all of the confirmations have been returned and there are some discrepancies in interfund transfers which need to be investigated further. They should be completed prior to June 30th.

- The hiring of the new Finance Manager was approved but he can't start until the County reopens for non-essential services.
- Talking about smaller webinar components for Trustee Training – planning on developing “Development, Advocacy and Budget” as the first one.
- Looking to revise new Director training.
- Also looking at business office/finance training.
- Tony visited the new Atglen space for network set-up.
- News from around the system:
 - Easttown - Two new heat pumps have been installed. Decided to not move forward with the Keystone Grant application due to possible budget constraints
 - CCL – Finished application for the Keystone Grant for the First Floor Redesign project
 - Honey Brook – donated sewing machines to the “Masketeers”. Also provided temporary cards to at risk students
- Joe included in his report information on Fines and Fees. \$321,000 collected in Fines throughout the system and \$574,000 collected in Fees. A large proportion of these are for passports. Obviously, no fines have been collected over the last eight weeks. If stop charging fees or fines than it would be hard to reinstate. Bill felt there would need to be replacement funding. Alan had raised the question at the DLM of eliminating fees during the initial reopening phases because it would eliminate the need to handle money and credit cards. Fees could be automatically charged to the patron's account via the Capira app during curbside pick-up. Alan will discuss with his board. Joe will gather additional information about current fees and fines.
- JoAnn asked if libraries are looking at the financial impacts of the situation – not only in reduced revenues but increased expenses for cleaning and PPE.

District Consultant's Report

- Held two DLM's virtually. The second one on May 12th passed the DCA budget with Susan Banks in attendance. The DCA budget also included funding for the summer reading virtual software.
- Circulation statistics are down but OverDrive is up – 79,000 in April and 50,000 already in May.
- The system also added 28 Flipster titles and usage is up 58%.
- There are currently 5,600 Capira users. Staff have been looking into Capira for self-checkout and curbside pick-up.

Development Director Report

- Nicole has been distributing information on webinars on fundraising
- Nicole will be hosting the development roundtable virtually in June
- Working on part 2 of the request to the County as part of the Funding Task Force
- Working on updating the Trustee Orientation
- The next virtual speaker will be on June 4th

System Advisory Council Report- None

The meeting was adjourned at 9:20 AM.

Approved: June 16, 2020
Kathleen Pearse, Secretary