

**CHESTER COUNTY LIBRARY SYSTEM  
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL  
FEBRUARY 16, 2021**

**CCLS Board Members Present**

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

**CCLS Staff Present**

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Joe Kohri, Finance Manager; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Monique Kolb, Public Relations/Graphic Specialist and Maureen Crawford, Administrative Assistant

**Others Present:**

Marguerite Dube, Director, Chester County Library & District Center; Meghan Lynch, Branch Manager Henrietta Hankin; Megan Walters, SAC President & Director, Kennett Library; Vickie Brown, Chester County Finance Department; Dennis Leeper, Trustee, Easttown Library & Information Center

**Public Attending:**

Michael Skay, Timothy Stokes, Brian Taylor

**CALL TO ORDER: 8:30 AM**

**WELCOME AND INTRODUCTIONS**

As several prospective new Board Members attended the meeting, each attendee introduced themselves.

**EXECUTIVE SESSION ANNOUNCEMENT:**

There will be an Executive Session following the CCL meeting to discuss personnel matters.

**PUBLIC COMMENTS:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

**Chester County Library System Financial Statements**

*On motion made by Kathy Pearse, seconded by Lisa Ionata, the January 2021 CCA and DCA Financial Reports were unanimously approved.*

## **FOR INFORMATION/DISCUSSION**

### **Fund Activity Report – Chester County Community Foundation**

The Chester County Community Foundation's budget is reported on a fiscal year cycle. This report reflects the balances through mid-year of the fiscal year (December 2020). The balances of the funds are \$201,159.79 and \$9,204.78. JoAnn asked when the next withdrawal can be approved. Because of the fiscal schedule, the next withdrawal can be requested in the fall. There was a request made in September and the money was received in October.

### **Volunteer & For the Union Book Flyer**

The brochures were provided for the Board's information.

### **Non-Board Members on Committees**

The Board had a discussion on whether Committees can have non-board members join. The By-Laws of the Board do allow Committees to have non-board members. By allowing new non-board members to join committees, the Committees will have access to people who can bring added expertise and may be future board members. The Chair of the Committee must approve the new member. Bill will handle the recommendation of people to the Committee Chairs.

**FOR APPROVAL** - None

## **REPORTS/CORRESPONDENCE**

**President's Report** - None

### **Director's Report**

- At the District Libraries Meeting, the Directors agreed to reduce the quarantine hours for materials from 72 hours to 48 hours. This information was sent to the public via Constant Contact e-mails. One library director had researched other states and countries that currently have COVID under control to review their procedures.
- The open hours schedule for all Member Libraries will be posted on the LibCal calendar on the Website. This will provide the most up to date information to patrons. The LibCal calendar allows sub calendars so additional service hours such as curbside service can be posted.
- Started attending the Member Libraries Board Meetings. A schedule was sent to Member Library Directors.
- Attended the West Chester Board Meeting on January 18, 2021. They had their elections and are working on refinancing the Fulton Bank Loan. West Chester has on going parking problems and they are discussing solutions. They also are using a hybrid schedule for Library hours.
- Attended the Atglen meeting last night. There was a discussion about renovation of the building. They are planning the Wizard Faire Event and a question came up regarding statistics that Joe and Agatha are working on.
- Legislative Committee - There was an outreach to Member Libraries to form a Legislative Committee. Victoria Dow, Beverly Michaels, Nancy Niggel, Lorie Schwabenbauer, and Julie Wiant from the Member Libraries will be on the Committee. Staff members on the committee are Lauren Harshaw, Niki Kolb, Agatha Lyons and Nicole Richards.

- Will be working to get the Annual Report completed and planning both virtual and in person meetings with legislatures.
- Attended the PaLA Legislative Committee meeting on January 11. This was an introductory meeting. There is another meeting on Monday.
- The Governor's Budget Address was on February 3. At this time the Governor proposed a flat funding budget for Libraries. With the proposed change in the State Income Tax, libraries need to contact their legislators to remind them of the importance of funding for operations.
- Funding Task Force met on February 5. The Task Force is looking at deliverables. Working on presenting a PaLA conference program.
- Computer services – The lease order has been submitted. The Desk Top order is complete, waiting on delivery of the laptops.
- BTB Security is nearly complete. Still working with the County on some additional issues on County requirements. These requirements may lead to additional costs.
- Reviewing e-rate 470 responses. Received two responses, CHESCONET (Current Provider) AND CYTONET. CHESCONET is considerably cheaper and has provided good service. Working to finalize that contract.
- Customer Service Survey – There were 3,217 responses received. There was a \$50.00 gift card offered. Some of the answers received did not seem to apply to the questions asked. The data will be reviewed. Each Member Library has access to their survey.
- Member Library survey is complete. Agatha is working on analyzing the data. There was good input from the Member Libraries on what types of services are needed. One or two services were identified that need improvement.
- Delivery Services- There continue to be staffing issues in this area. Reached out to Montgomery County and Delaware County. Both systems have similar issues such as Workers' Compensation injuries and staff retention. Discussed some solutions at Member Libraries' Directors meeting to make the process more efficient for the drivers.
- Innovative Interfaces – A Committee was formed to review if Sky River, (a cataloguing service) can replace OCLC. This could possibly save some money. The contract renewal is July 1. Two local library districts use Sky River and will be contacted for feedback.
- State Aid 2020-2021 – The 5/12 amounts have been distributed and the 7/12 amount should be delivered this week.
- Atglen Library - Submitted for the 3<sup>rd</sup> PA Forward Star Silver award, this time for the health program
- Avon Grove – Agatha is working with Avon Grove on resolving some policy issues. Joe will provide a brief presentation on the future of libraries at the Board Visit.
- Formed a committee to evaluate candidates for Marguerite's position. The County has given permission to post the position. The first interviews will start soon. The position will be posted on various venues and Agatha will be reaching out to Library Schools.
- 1<sup>st</sup> Floor Redesign – Finalizing the specifications and plans. Since it is being funded by a Keystone Grant, the bids need to go to County Purchasing first and then the plans must be submitted to the state by February 25. The State must review and approve before it can go out for bid.

- CCL Front Parking Lot Redesign – Received three sketch plan designs. The final plans need to provide enough room for people to walk across the parking lot to picnic benches and the book drops. The comments were sent. The plans must be presented to West Whiteland Township.
- Marguerite distributed a West Whiteland Township Planning study to the board. There were a few ideas presented such as taking out the parking lot across the street and making it open space and removing the fence behind the library. Joe reached out to the township manager about the design. At this point, it is a planning study and no immediate action will be taken.
- Parkesburg – Parkesburg had a question if an employee can be on the Board. Although an employee can be on the Board, it may present a conflict of interest.
- JoAnn mentioned thinking about the timeline for starting strategic planning as the current plan goes through 2022. Joe said he is thinking about a new strategic plan and whether there should be an outside consultant.

### **District Consultant's Report**

- Received all the funding for District Center Aid and County Coordination Aid as well as Member Library state aid. Received reimbursement of \$26,433.55 on 1/25/2021. The next submission date for reimbursement is mid-March.
- Working on the Annual Report. The Member Libraries are inputting the data.
- The new part time van driver will start March 15, 2021. To streamline van delivery, the procedures are being reviewed. At the DLM meeting, there was a discussion of how the process may be improved. Member libraries will start sorting and separating the books for the next libraries on the route.
- Curbside Service is still very popular as more libraries are offering the service.
- Self-Check numbers are picking up.
- Yearend statistics are provided. There is a dip in the circulation numbers but is leveling off. Overdrive is up as well as other electronic resources. Door count has been going up.
- Flipster and mobile app usage is up.

### **Development Director Report**

- Holding the Development Roundtable on 2/18. Will be planning a virtual fundraiser. Planning an author event with ticket sales. Working on the logistics.
- The Funding Task Force is planning an April Trustee Recognition event.
- Touched base with Member Libraries and will be reviewing Member Libraries' Development Plans.

### **Continuing Education & advocacy Coordinator Report**

- Coordinating Don Kramer's presentation of the March 9 SAC meeting. Developed a flyer and registration links on LibCal. The presentation will be recorded so others who cannot attend the meeting will be able to review the presentation.
- Attending the Task Force Meetings.
- Advocacy plan is in final stages. It is being reviewed and edited with Nicole and Joe.
- Annual and tri-annual courses were refreshed and sent out to staff along with instructions for the 2021 requirements.

- A new Staff Development program for supervisors and managers has been developed. These courses will be offered through the County Web Site and tracked on the County Learning System.
- Member Library Hours were updated on Lib Cal.

**System Advisory Council Report**

- Don Kramer will present at the next SAC Meeting
- A decision was made that the Funding Formula Review committee is recommending not meeting this year. Will meet in the next two years.

The meeting was adjourned at 9:20 AM.

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Approved: March 16, 2021  
Kathleen Pearse, Secretary