

**CHESTER COUNTY LIBRARY SYSTEM  
BOARD MEETING MINUTES – MONTHLY MEETING  
February 18, 2019**

**CCLS Board Members Present**

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

**Excused**

Jim Norton

**Member Libraries Present**

Marguerite Dube, Director, Chester County Library & District Center; Alan Silverman, Director, Easttown Library; and Denny Leeper, SAC President and Easttown Library Board Member

**CCLS Staff Present**

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Elizabeth Alakszay, Staff Development and Advocacy Coordinator and Linda Farrelly, Administrative Assistant

**CALL TO ORDER:** 8:32 AM

**WELCOME AND INTRODUCTIONS**

**EXECUTIVE SESSION ANNOUNCEMENT:** None

**PUBLIC COMMENTS:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

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

*On motion made by Kathy Pearse, seconded by JoAnn Weinberger, the January 2020 CCLS Financial Statements were approved and filed for audit.*

**FOR INFORMATION/DISCUSSION**

**Member Library Support**

Included in the packet was the finalized version of the Member Library Support for 2018. Once 2019 final numbers are available Joe will distribute that version.

**FOR APPROVAL**

**Keystone Grant Projects**

Alan described the project at Easttown Library which will be submitted for a Keystone Grant. They hired an engineer to conduct a study of the HVAC system and they made a recommendation to replace the six ground source heat pumps on a planned basis. Two of the heat pumps are being replaced this year and the Keystone Grant application will request for partial funding of the replacement of the remaining four. Replacement of the heat pumps will improve dehumidification, create less noise, and have a two stage operating system.

*On motion made by JoAnn Weinberger, seconded by Richard Hankin, a letter of support for the Keystone Grant application by Easttown Library and Easttown Township was approved.*

Marguerite reminded the board about her presentation on the First Floor redesign project she presented at the December 2019 CCL Board meeting. The goals are to open up the lobby to reduce congestion, merge the Reference and Multimedia Desks and create small collaborative/meeting spaces.

*On motion made by Richard Hankin, seconded by Kathy Pearse, a letter of support for the Keystone Grant application by CCL and Chester County was approved.*

## **REPORTS/CORRESPONDENCE**

**President's Report** - None

### **Director's Report**

- Joe received the Economic Impact Study for Kennett Library. Joe will be attending the Kennett Library Board meeting this evening and meeting with the new President & Treasurer prior to the Board meeting. Joe thanked Marguerite again for all of her help with the business office. A candidate for the Accountant II position was selected and she accepted the offer. The hire has been recommended to the Commissioners for the March meeting.
- Governor Wolf's Budget is flat for Library support. Rep. Saylor will be asking for another \$5 million increase. Rep Comitta and Senator Killion will bring up questions regarding libraries in Appropriation committee meetings with the Education Department.
- The new mobile app is up and running.
- The library has transitioned to VoIP and all phone numbers have changed.
- Joe received a phone call from a patron who was not receiving the automated reminder emails. Joe reminded the Library Directors at the DLM that if they hear similar issues, they should contact Computer Services.
- Tony attended a demo on BTB Security and met with DCIS staff who manage the BTB Security aspects. Contracting with BTB Security would add an additional level of security to the library's network. Although ChescoNet is increasing their network protection it is not up to the level that BTB Security will be providing. Joe feels that the additional \$10,000 to cover the public computers is worth the expense. The \$30,000 total cost is expected to be charged to the library through the Indirect Cost process.
- Joe is working on the County Case Statement related to the Funding Task Force tasks and delegated some work.
- Joe included in his report information on the Transition Team established by the Commissioners.
- Financial Matters
  - The audit work is going well. Kennett Library is not closed yet, so the auditors may not work on site this Thursday and Friday in case they need to come back on site later.

- All appropriations have been distributed.
- Joe and Marguerite met with TD Bank looking for information on creating efficiencies.
- Joe and the business office had phone conferences with MIP/Microix regarding overall usage and using Microix for member library timesheet input. This would increase accuracy and save time.
- News from around the system:
  - Avon Grove - finalizing accounting issues – and this applies to almost all the member libraries
  - Phoenixville Library had a question regarding political petitions when someone advertised they would be taking signatures in the children’s department of the library. Joe suggested she review her building use policy and contact the school district for further guidance.
  - Spring City – sad news to report that the husband of the Library Board President passed away. On a happier note, Spring City Library held a great event celebrating their 110 year birthday. Senator Muth, Rep. Friel-Otten and Mayor Kerns attended and Joe also has the opportunity to speak with their new development director.
- Work on the pipeline near the library is expected to be completed by the end of February. Richard pointed out that we will need to pay attention to the trees by the front parking lot to determine if they were harmed during the work.

#### **District Consultant’s Report**

- Susan Pannebaker is retiring and our new liaison to the Office of Commonwealth Libraries is the Director of the Bureau of Library Development, Sue Banks. She will be attending the May DLM for the negotiation. She would also like to visit some of the facilities at that time.
- Keystone Grants- CCL and Easttown are working on their applications
- There are three vacancies for van drivers – two PT and 1 FT. One PT should start in March and the second one might as well. Agatha is receiving applications for the FT position now.
- The libraries are promoting the new app, Capira, with bookmarks.

#### **Development Director Report**

- The topic for the April Development Roundtable will be Planned Giving.
- Nicole spoke at the January SAC meeting and Atglen and Oxford are interested in additional information.
- JoAnn will speak at the March SAC meeting on Library Advocacy.
- Trustee Orientation/Training will be April 30<sup>th</sup>.
- Nicole is working with Honey Brook Library regarding their capital campaign strategy.
- Nicole meets quarterly with her development counterparts throughout the system.
- Nicole has also been busy with the auditors for the CCL Trust.

#### **System Advisory Council Report**

Denny discussed how the SAC meetings now include an educational component. The most important aspect is increasing local funding. In August the SAC training will be on budgeting. Denny also congratulated Marguerite for the 3 Star Award from the Library Journal

Joe mentioned that he has been asked to attend the March 11<sup>th</sup> tour and presentation at the Kennett Library. Honey Brook Library may want to consider doing something similar.

The meeting was adjourned at 9:07 AM.

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Approved: April 21, 2020  
Kathleen Pearse, Secretary