

Chester County Library System Board Meeting

Tuesday, April 21, 2020

Virtual Meeting

Board Members

Bill Conner, President; JoAnn Weinberger, Vice-President; Kathy Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin and Jim Norton (via telephone)

Library Directors

Marguerite Dube, Chester County Library; Nancy Niggel, Chester Springs; Meghan Lynch, Hankin Branch; and Jennifer Spade, Honey Brook

Others Present

Joseph Sherwood, Chester County Library System Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Jenna Persick, Manager, Technical Services; Elizabeth Alakszay, Training Coordinator; Vickie Brown, Chester County Finance Department; Denny Leeper, SAC President and Linda Farrelly, Administrative Assistant

Welcome

Consent Agenda

Motion by JoAnn Weinberger, seconded by Kathy Pearse, the Minutes and Consent agenda were approved as distributed.

Financial Reports

DCA and CCA reports as of March 31, 2020

Motion made by Lisa Ionata, seconded by JoAnn Weinberger, the DCA and CCA reports as of March 31, 2020 were approved and filed for audit.

FOR INFORMATION/DISCUSSION

Kennett New Building Report

The Kennett Building Committee distributes a report monthly to its Board. The Kennett Board has been informed that they still need to present to the CCLS Board for building plan approval.

FOR APPROVAL

TD Bank Resolution

The resolution is needed to change the signing authority at TD Bank to William Connor, Lisa Ionata and Joe Sherwood.

On motion made by Kathy Pearse, seconded by Richard Hankin, the TD Bank signature authority change was approved.

REPORTS

President's Report – None

Executive Director Report

Joe thanked Marg and her staff for implementing new methods to reach out to the public, including creating a new blog.

Joe has been meeting regularly with the County. Bobby Kagel had asked what would happen if the County decided to open to the public but the Office of Commonwealth Libraries does not. Bobby also asked about the progress of **BTB Security**. Joe called them and they are working through the process.

The Business Office continues to process payroll and A/P and have processed all A/R from the beginning of the shut-down. They also provided financial information to the member libraries so they could apply for the Payroll Protection Program (PPP). The new hire for the Finance Manager position was approved by the County Commissioners at their virtual meeting right after the shutdown. However, all new hires who are not working on COVID-19 functions are not starting until after the County opens again.

Joe attended a Kennett Meeting. Their organization and finances are ready for 2020.

Joe attended an Atglen Library Board Meeting. They are concerned about their Wizard Fair scheduled for July 25th, which is their major fundraiser.

The member libraries are investigating ways to hold the summer reading program without large groups.

If the Office of Commonwealth Libraries receives funds from the CARES federal program, it will not be passed on to local libraries.

The PA budget has a \$4 to \$5 billion deficit for 2020/2021 fiscal year currently.

Computer Services has been investigating video chat systems.

The automation system project is moving forward. Joe met with Innovative and they provided some information. Joe is thinking about a one-year extension with Innovative. Joe also received information and a quote from Book Systems Inc. The committee needs to see a demo and determine if it would meet our needs. Joe has requested information from PAILS/SPARK, an open-source system.

The auditors expect the County audit to be prepared on time, due May 1st. The audit for the CCL Trust needs to be finalized.

News around the system:

- Downingtown met their challenge grant and will be hiring a fulltime children's librarian
- Honey Brook Library met with Carolyn Committa regarding having the "Masketeers" use the library's sewing machines.
- Malvern is planning minor building updates. They will not qualify for a Keystone Grant.
- Spring City will be holding a virtual board meeting.

Joe wanted to acknowledge Bruce Brown for his work during the shut-down.

Joe will be approving a JTC staff person to come to the library to test the capability for producing PPE with the 3D printer. He will also approve some children's librarians to enter the library to select books for virtual story times.

Virtual library cards are being issued. The library received a run of library card numbers which have been distributed to the member libraries. Patrons need a library card in order to access OverDrive and Flipster.

Joe thanked Theresa, Tony and Jackson Smith for their work, as well as Jenna Persick and Stephanie Sharon.

All County employees are getting paid according to their schedules. Chester Springs Library is considering furloughing some PT employees. Downingtown had originally furloughed some PT employees but now they are getting paid due to the PPP.

Bill asked about mental health concerns, particularly those quarantining alone. Marguerite mentioned that department heads are reaching out to staff and Susan Walraed is reaching out to the volunteers. Marg is also sending an email to everyone every few days.

District Consultant Report

March saw an 11% decrease in circulation, however e-material circulation is going through the roof. Flipster saw the highest usage in March, increasing 38%.

Annual reports are almost complete.

Development Director Report

Nicole reported she is working with Joe on the Funding Task Force.

Tonight, will be the first virtual speaker program, Lawrence Husick will speak about the death of privacy. 65 people have signed up to attend, using the speaker's Zoom account.

VISTA Today is looking for content so member libraries should be encouraged to send Nicole any stories they would like VISTA to post.

SAC President Report

Denny reported that the March 10th SAC meeting has not been rescheduled. The next SAC meeting is set for August 10th.

The Funding Task Force has been meeting virtually.

Bill asked about the lock box. Marguerite commented that it is not being used currently because it requires staff to pull holds and place in the lockers. It would be used after the Library is open.

Visitor's Comments - None

The meeting adjourned at 10:36 AM.

Sincerely,

Kathy Pearse, Secretary
Approved May 19, 2020