

CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
May 18, 2021

CCLS Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice-President; Kathleen Pearse, Secretary; Lisa Ionata, Treasurer, Richard Hankin. Michael Skay and Brian Taylor

CCLS Staff Present

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

Others Present:

Meghan Lynch, Branch Manager Henrietta Hankin; Megan Walters, SAC President & Director, Kennett Library; 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 Richard Hankin, seconded by JoAnn Weinberger, the Minutes and the Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

Chester County Library System Financial Statements – April 2021 CCA and DCA, 2021 Income Source Summary- Final Budget and CCLS Grants Reports

The 2021 Income Source summary has been corrected and is included for review. The 2020 Income summary needs to be corrected and will be presented at a future meeting. There were some items missing from the report, such as the Federal Money received last year. Lisa Ionata asked that the corrected summary for 2020 should be presented to remain consistent with previous years. The Final Audit will be presented at the Board Meeting and will include all the final numbers. The Grants Report is submitted for review and includes the updates on the grants received by all member libraries. Some items need to be clarified by the member libraries.

On motion made by Richard Hankin, seconded by Lisa Ionata, the April 2021 CCLS Financial Statements were approved.

FOR INFORMATION/DISCUSSION

District Negotiated Agreement and Budget July 1, 2021 to June 30, 2022

The agreement is between the District Library and the Member Libraries and includes the budget for items provided by the District. The budget has a reduction in the Innovative Cost and allows adding a "Discovery Layer." The Discovery Layer will give patrons the ability to search for items in a Google like atmosphere and will provide results even in the case of mis-spelling. The Discovery Layer provides access to books in all formats, including e-books. A Committee will be formed to review all options and to make a recommendation. Also included in the budget is the CAPIRA app, CAPIRA Curbside, ReadSquared, and virtual services. Also included is Interlibrary Loans, District Training, Flipster, and other electronic resources. The Copier services contract are currently being negotiated and could lower costs. JoAnn asked if the budget could change if the Libraries receive additional funds from the State. It is possible the DCA funding could change as the state budget has not been finalized.

Kennett Library Building Project Update

The building update is included in the packet. Kennett Library is applying for a Keystone Grant and will be requesting a support letter. The buildings on the selected site have been knocked down.

FOR APPROVAL

REPORTS/CORRESPONDENCE

President's Report - None

Director's Report

- COVID Reopening – Agatha sent a survey to all the Member Libraries on what the masking decisions are at each location. Information from the State and County was sent to each library. The Atglen Board approved continuing mask requirement due to the space restrictions. West Chester Board also approved keeping the masks requirements until May 31. After June 1, patrons who are vaccinated may enter without masks, but the children's floor will require masks to be worn. Tredyffrin is waiting for guidance from the Township. Malvern will be meeting with Borough Management, but the building will be open. Honey Brook is totally mask-less. Currently the County is not requiring masks for those who are fully vaccinated. The Office of Commonwealth Library recommended to "continue what you are doing". There was an incident at Hankin before county rules were implemented. The patron did not want to wear a mask as the CDC said masks were not mandatory for vaccinated people; however, the CDC guidance conflicted with county rules at the time. Joe will be providing what each library is doing to the County, so the information can be included in the Commissioners' Newsletter.
- Attended Coatesville via Zoom. There were financial items discussed. Coatesville completed the County's block grant. Joe met their fundraising consultant who had questions about an ALA grant and referred the consultant to Agatha and Nicole.
- Parkesburg – attended an in-person meeting. Talked about financial issues and voter drop boxes.
- Going to attend Downingtown and Kennett Board meetings this week.
- Thanked Lauren and Niki for setting up Legislative Meetings. JoAnn attended the meeting with Senator Comitta. Senator Comitta also mentioned having a townhall that could be attended. Representative Lawrence expressed concerns that the money provided be spent in the right

places. Lauren mentioned the Trustees and Directors have provided good input into the meetings and provided information that representatives are not aware of. Representative Shusterman gave the name of her development person to contact him regarding what funding is needed.

- Computer Services – BTB is complete.
- County Cares Money - Expenses for 2020 have been submitted and the checks have been received. Expenses for 2021 are expected to be approved but needs to go to the Commissioners for a resolution. Coordination will go through Joe. Phoenixville submitted over \$100,000 for lost revenue.
- Voters Services – The permanent installations at CCL and Hankin are completed and includes video surveillance 24/7. County did provide drop boxes at locations that previously had boxes and provided staff to monitor the boxes.
- Finance:
 - Joe Kohri left May 6.
 - Had a conversation with auditor at Barber Lane Thornton. Need additional information from Kennett Library which should be the last item for the audit.
 - Received a draft of the CCL Audit. This was reviewed by Marguerite, Lisa and Joe. The CCL Audit as well as the Trust Audit has been sent to the County.
 - Working on finalizing the Support to Member Libraries.
 - Will be reviewing a draft of the County Indirect Expenses. Joe sent to Lisa to review.
 - County is implementing a new budget process. Still waiting on details. It is “service based.”
- Atglen Library – moving ahead with building plan. They received the fifth and final Silver Award from PA Forward and are working on the Gold.
- Avon Grove – Sindhuja Kanamarlapudi, a teen volunteer, earned the Presidential Volunteer Service Award for her many hours of service to the library. Talked to board president about a finance issue.
- Chester Springs- Received a \$3,000 grant from the American Library Association.
- Coatesville Library - Requested an extension from the County for the 2020 Coatesville Audit. The extension is through June 30, 2021. Worked with finance to correct the 2021 budget for Coatesville.
- Honey Brook – in the process of re-kicking off their Capital Campaign. They are 1/3 of the way to the goal to apply for a Keystone Grant to start building. Held some in-person programming outside.
- Oxford – Still working on the door counter issue.
- Phoenixville – responded to some patron communications and directed them to Lara Lorenzi for follow up.
- Spring City – Received a SEED grant.

District Consultant’s Report

- Cares Act Funding – There are five libraries that still have funds left.
- LSTA Grant- Received the grant and Lauren has confirmed three presentation dates.
- Keystone Grant Applications – The Office of the Commonwealth Libraries anticipates the next round of the Keystone Grants will open June 28, 2021.

- Program Statistics Committee – Developed to clarify what is considered a program versus a fund-raising event. The next meeting is scheduled for May 25th with hopes to have a finalized written document. Will be submitted to the DLM for approval.
- Currently hiring the fourth part time van driver position.
- Circulation Statistics have gone up over last year.
- Flipster continues to be popular. There are 140 titles to select from. Total cost was \$40,000

Development Director Report

- System Wide Fund-Raising Event - Tickets went on sale for the author Riley Sager on May 11. 32 Tickets have been sold, Malvern and Easttown sold the most tickets. There is an option to donate additional funds which a lot of people are participating in. Working with vendors for the giveaway packages. Nicole and JoAnn reminded Board Members to support the Fund Raiser.
- Funding Task Force – Met on May 7. Writing an updated narrative and gathering 2020-2021 data for a new request to the county. Vista Today published an article thanking library Trustees for their service. Denny Leeper is providing funding for the recognition pins for the Trustees.
- Member Libraries – met with several member libraries to discuss fundraising. Worked with Coatesville, Honey Brook, Atglen, and Tredyffrin. Met with the new board president of Chester Springs.
- Working on the Institutional Advancement Committee and Programming Statistics Committee.

Continuing Education and Advocacy Coordinator Report

Advocacy:

- Legislative Info Committee – planning next meetings for the Committee
- Attended the May Funding Task Force Meeting. Shared the first quarter Municipal Touch Point Survey Data at the DLM and Task Force meetings.
- Working on planning an Advocacy Round Table for June as a follow up to legislative Meetings.

Continuing Education:

- Will not be moving forward with 2021 Staff Development Day. Purchased a license for Ryan Dowd's Online Training Academy. This includes 18 hours of pre-approved State CE Credits plus access to his live monthly Webinars. His core training is focused on homeless patrons in the Library.
- Completed a training needs assessment for Member Library Directors and Supervisors/Managers. Interviewed some potential trainers for topics of interest.
- 150 staff members have signed up for the EDI training sessions

Other:

- Attending SEPLA meetings as schedule allows
- Joined Association for Talent Development.

System Advisory Council Report

- Next meeting will be in August

Committee Meetings

Funding Task Force

Working on updating the County Sustainability analysis. Submitted a proposal to PaLA to present the work being done by the Funding Task Force at the conference and the proposal was accepted.

Institutional Advancement Committee

Meeting June 30, 2021. Niki and Lauren will talk about "planning for the future."

Policy Committee

Joe is working on compiling all the system and district policies and making a schedule to review and approve policies.

Strategic Planning and Facilities

No update currently.

Technology

The Technology Committee met about 3 weeks ago. The primary focus was to discuss the technology for door counters at member libraries. There have been some quotes, but the issue is the cost for installation of the door counters. The new counters need ethernet connection, so the costs may be greater than the original installation. A shared folder on the drive has been started so Member Libraries can see the quotes.

Executive Committee

No updates

Finance Committee

Met two weeks ago. Report will be presented at CCL meeting. There are two key positions to fill; the Finance Manager and the CCL Director.

Governance Committee

No update

Visitor's Comments

Joe discussed that the County will be transitioning to in-person meetings on May 20, 2021. Although the County may require in-person meetings, the By-Laws of the Board allow for virtual meetings. Joe needs to talk to Solicitors Office. Joe will look at various options to continue a hybrid meeting. Currently, the meeting room does not have the technology for hybrid meetings and options will need to be investigated. There may be funds available from the Technology Fund. Lisa said the state requirements on in person meetings may be extended.

The meeting was adjourned at 9:30 AM.

Approved: June 15, 2021
Kathleen Pearse, Secretary