

**CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
June 16, 2020**

CCLS Board Members Present

JoAnn Weinberger, Vice-President presiding; Kathy Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin

Excused:

Bill Connor, President; Jim Norton

CCLS Admin Staff Present

Joseph Sherwood, Executive Director; Agatha Lyons, District Consultant; Joseph Kohri, Manager, Finance Department; Elizabeth Alakszay, Staff Development and Advocacy Coordinator

Others Present:

Marguerite Dube, Director, Chester County Library; Jenna Persick, Manager, Technical Services; Melissa Kohl, Manager, Reference; 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; Vickie Brown, Chester County Finance Department

CALL TO ORDER: 8:30 AM

WELCOME AND INTRODUCTIONS

Joseph Kohri, Finance Manager, was introduced. He began work on June 8, 2020.

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FOR INFORMATION/DISCUSSION

Reopening Libraries: Bill Connor asked for plans concerning the reopening libraries at the last Board Meeting.

- Curbside service has started at all Member Libraries.
- Libraries are working on plans for additional services as we move through the yellow stage to green.
- Joe indicated that the Commissioners had received a complaint from an individual wanting to use the computers to apply for unemployment. He responded to the patron that the library would notify him as soon as that service was available.
- Joe has asked the Member Libraries for budget changes that are occurring due to COVID 19 (for example: additional cleaning costs, PPE, loss of revenue from events that were cancelled, Passport services not being operational.) This information is being used by the Funding Task Force in their Case Statement for additional funding. AT, DO, EA and OX have provided written statements.
- Libraries are anticipating issues as they move to let patrons in the building...feeling that staff may be acting as security guards. Traffic patterns and maintaining social distancing for customers may become an issue at entrances.
- County employees are encouraged to telework where possible. The County is providing "Jabber" to allow calls received on office phones to be transferred to another number.

Confirmation of the Summer Board Meeting Schedule

After a brief discussion of the August and October meeting dates, no change was made to the current advertised calendar.

Helen Russell Scholarship Fund: A new round of opportunities will be announced soon. Amount of funding available will probably allow only one scholarship to be awarded at this time.

REPORTS/CORRESPONDENCE

President's Report - None

Executive Director's Report

- Member Library Board Meetings have been rescheduled. Joe will attend Chester Springs Meeting tonight.
- State budget passed and was signed by the Governor on May 29th at a 5/12 Budget.
- What does this mean to CCLS?
 - Commonwealth libraries is trying to get the 5/12 out to libraries as soon as possible
 - DCA Budget is July 1 budget. Big ticket items come from this including Innovative

- Working on Library Automation ...the Innovative contract was renewed for one year while we investigate other available systems. We will be looking at whether they meet service needs, and what additional costs may be incurred if a change is made.
- Joe is working with the Auditors to complete the Member Library Audit.
- BTB Security – the County is moving forward with this
- Finance department welcomed Joe Kohri, Finance department has been working on a new payroll process, new time sheet for member libraries which will be completed by the individual library's director as well as a new process for TIAA
- Funding Task Force has been meeting regularly. They are working on a case statement for additional funding. AT, DO, EA and OX have submitted documents.

District Consultant's Report

- Curbside service began on June 15 at all library locations. Customers and libraries are liking the service with 1440 reservation made system wide since launching. Agatha spoke to some of the libraries who indicated that the software was easy to use and that patrons were happy with the service.
- Statistics in the packet show that Flipster usage was up 59% over the same period last year and that OverDrive recorded it highest usage since we began the service.
- SelfCheck a new addition to app will be available to our patrons shortly. This feature will allow a person to check out items on the app with their cell phone without having to use a self-check machine or interact with staff at the library.
- Van delivery is back to a regular schedule.

Development Director Report is included in the packet. Nicole is working with JoAnn and Victoria to nominate Carolyn Comitta for Pennsylvania Library Associations Elected Official of the Year. The award is presented annually at the PALA Conference.

System Advisory Council Report Dennis Leeper reported that since the March SAC Meeting was postponed and is now cancelled, the election of officers will take place on July 14, 2020 at a special SAC meeting prior to the DLM. There will be only one item on the agenda which will be the election of officers. The slate is:

- President: Megan Walters, KE
- Vice-President: Jennifer Spade, HB
- Secretary: Maggie Stanton, MA

Denny noted all are supportive of continuing the Funding Task Force for the next two years. At the August 11, 2020 SAC meeting JoAnn will make her presentation on advocacy. Melissa Kohl will help with zoom and the breakout rooms for the interactive part of the presentation.

The meeting was adjourned at 9:20 AM.

Approved: July 21, 2020
Kathleen Pearse, Secretary