

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

CCLS Board Members Present

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

Excused:

Brian Taylor

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 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; Dennis Leeper, Trustee,
Easttown Library& Information Center

CALL TO ORDER: 8:30 AM

WELCOME AND INTRODUCTIONS

The Board welcomed the new board member, Michael Skay. Brian Taylor was unable to attend.

EXECUTIVE SESSION ANNOUNCEMENT:

No Executive Session this month

PUBLIC COMMENTS:

None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

Chester County Library System Financial Statements - February CCA and DCA 2021

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

FOR INFORMATION/DISCUSSION

Income Source Summary – Budget 2021

The Income Source Report details the sources of the income for all the member libraries. The numbers are based on budget numbers for 2021. JoAnn noted that the report is helpful information for the Funding Task Force. Lisa asked about the Tredyffrin portion of the report as the numbers are low. The report is not reflecting the township's full contribution as this information came in late last week. The report will be updated with the new information from Tredyffrin.

Helen Russell Memorial Scholarship Fund Update

The Helen Russell Memorial Scholarship Fund was established in 1969. In June 2019, the Board approved offering scholarships in the amount of \$750. The balance of the funds in the account was to remain at \$5,000 minimum. In 2019, two scholarships were awarded and paid in 2020. In 2020 one scholarship was awarded and paid in 2021. The fund now has a balance of \$5,227.00 so no further scholarships can be awarded until additional funds are added. Joe noted there are candidates throughout the system who are eligible to apply for the scholarship and the program is an added value to the system in developing staff. Some money could be requested from the Chester County Library Trust or Chester County Community Foundation Fund. The Chester County Community Foundation fund would be a better source since the fund is for all member libraries. Nicole will work on the grant application for the fall so the scholarship can be granted at the end of the year. At the July or August meeting, a decision will be made whether one or two scholarships will be granted, but at least one scholarship will be granted. Michael asked if there are any restrictions on fund raising for the scholarship fund. As the scholarship is for the whole system, the funds have been provided by funds used by the whole system.

Technology Fund Plan Update

Annually, any extra funds from the CCL operating budget are added to other funds including the Technology Fund Plan. The amount transferred was \$13,000. Last year there were expenses of \$1,417 for the Website. The only planned expenditure for 2021 is \$3,300 for the Website development. There were no upgrade costs this year.

February Update – Kennett Library

Kennett Library has hired a construction firm. Updates will be provided.

FOR APPROVAL

Annual Report/ Legislative Information Event Theme

Lauren and Niki are co-chairs of the Legislative Info Committee. The first meeting was March 4, 2021. The Committee selected the theme "Exploring all We Can Do" for this year and is presented to the Committee for approval. JoAnn commented that the theme is positive.

On a motion made by JoAnn Weinberger and seconded by Kathy Pearse, the theme for the Legislative Committee "Exploring all We Can Do" was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report

Bill attended the SAC presentation. The presenter was Don Kramer. Bill reported it was an informative presentation.

Director's Report

- Met on March 3 to update the COOP plan. There will be a Customer Service section added to the plan. The original plan did not consider what would happen if all locations are closed.
- There will be a second Constant Contact outreach to patrons this week.
- Attended Avon Grove Board meeting on February 15, 2021. Made a presentation about the Future of Libraries. Joe will share the presentation at the next board meeting. Avon Grove is looking what next steps for the library should be. Joe suggested re-configuring the space rather than expanding the building.
- Attended Atglen Board Meeting. Discussed the new location and their proposal for the Wizard Faire. There was discussion on whether the event should be considered a fund-raising event or a program. Agatha is going to research the classification with the district librarians.
- Will be attending Chester Springs Library and Malvern Library board meetings in March and Coatesville and Parkesburg board meeting in April.
- Attended the PaLA Legislative Committee Meeting and Legislative Townhall. PaLA is looking to ask for a public library subsidy of 5 million dollars. This money comes directly to the libraries. They are also asking for a small increase in Library for Accessible Media for Pennsylvanians and for ACCESS. There will be a one-page handout called the Good, the Bad, the Possible, which has been there theme for the last few years.
- Attended the Funding Task Force meeting. Continue to work on statistics updates. Completed the municipal funding except for Tredyffrin.
- Joe and Lauren working on PaLA conference program. The draft outline was sent to JoAnn for review.
- Submitted a request for a Proclamation for National Library Week to the Commissioners to recognize volunteers.
- Personnel issues:
 - There continues to be staffing issues with delivery services. The part time van driver has started. One part time position that opened due to a retirement is being moved to a van driver position. This was approved at the last Commissioners' meeting.
 - A few of the librarian staff positions have been changed. The ILL librarian position was upgraded to a Librarian III position was approved and will be posted and a Librarian III was promoted to a Librarian IV.
- Voter Services - The County is looking for a better solution for the Ballot Drop Box services that were provided at the last election. Joe is working with Brianne Zanin and staff from Voters Services on potential placement of the ballot boxes. The County is looking at both Hankin and Exton Branches as they are county owned properties. Facilities and DCIS looked at the locations. The plan is to install a true drop off box, so people can drop off ballots without getting out of the car. The County wants to install 24-hour surveillance cameras that link back to the County. The ballot box opening is small so people will not be able to drop books in them. Additionally, there is a sleeve that goes over the box when not in use. JoAnn asked if a message can be put on the

sleeve. Joe will check out the possibility, but it may be a standard product. Joe reached out to the member libraries and they are interested in participation in having ballot boxes. As each library may have different situations, they may not be able to install drive in ballot boxes. Also, the County will need to talk to whomever owns the property. There may also be legal issues that need to be resolved. The project will probably not be completed by the primary.

- Serving on the West Chester University Advisory Committee. They are up for re-accreditation this year.
- Atglen- Moving forward with renovation. Started their capital campaign. Applied for the second round of PPP funds. The treasurer applied for forgiveness for the first round on BB&T's new portal.
- Avon Grove- Lori was interviewed by WHY, which ran a great story on the library. It was a great response to the Daily Local article. PA State Police contacted Joe regarding an investigation. Joe used the incident as an opportunity to remind CCLS staff of the law and procedures not to share any information unless there is a court order.
- Chester County Library and District Center - The sketch plan is going to the Zoning Hearing Board.
- Easttown Library Information Center – Alan sent an e-mail regarding the Dr. Seuss collection. Joe is recommending the libraries use their collection policies to decide on material collections. This issue was also discussed at the DLM meeting.
- Honey Brook Community Library - Reminded them to do the building approval process. Joe sent the process to them. Honey Brook is re-activating their capital campaign efforts. Nice article in Community Courier.
- There were some closures due to weather

District Consultant's Report

- Working on the second round of reimbursements for the State's Cares Act. There are seven libraries with balances. The submission needs to be completed by March 19, 2021.
- Began the District negotiation for the 2021-2022 District Center Aid Plan and Budget at the March DLM. The plan and budget will be approved at the May DLM. The state liaison will attend the May meeting.
- The System is applying for an Equity, Diversity and Inclusion Professional Training grant through the Office of Commonwealth Libraries. Lauren has been working on presenters and Agatha completed paperwork. There is a 15 day turn around time so should hear back from the state by March 23.
- Annual report. – All annual reports with supporting documentation must be completed by March 12. The report was difficult this year due to COVID items being considered.
- New van driver started March 15. Second position is posted
- System Survey – the information will be forwarded and discussed at the next meeting.
- Circulation data for January and February reflect a partial reopening. February 2021 circulation was down 23.59 % over last year.
- Capira is used for checking the catalog and checking e-materials. There were approximately 419,000 uses in February and is a popular service.

- JoAnn asked about the 1 million dollars allotted by the county. Joe is meeting with the County to ask for the payment process. Joe Kohri said there was \$311,000 requested to date. Currently, the time frame for the funds being available is unknown.
- Joe Sherwood announced Deputy Secretary of Education Glenn Miller is retiring from the Department of Education on April 23, 2021

Development Director Report

- The Development Round Table on February 23 focused on how to replace fundraising events. The group developed a plan to have a system-wide author event. Riley Sager is confirmed to be the speaker and Jeffrey Weaver will be the host. The event will be virtual and will be held on Thursday 7/1/21. Each participating library agreed to sell a minimum of 10 tickets. There is no contract with the author. Reeds & Co. book store, Phoenixville, will coordinate and provide the virtual platform. Niki developed the media package for the event and is working on the publicity. Each library can put their logo on the brochure. JoAnn suggested adding a “Member of the CCLS” on the member libraries’ logo. JoAnn asked whether this is a friend raiser or fund raiser and is there a budget and how will the revenues be distributed. Nicole said it would be both. Tickets will be \$35.00 which includes the cost of \$23.00 for the book. Nicole is investigating another ticket option for \$55.00, which would include a logo mug, tea and cookies. There will not be a large cost for distributing the books, because the vans will take the books to participating libraries and the libraries will distribute them to the participants. Most libraries have approval from their boards for the event. The final details will be presented to CCLS Board for approval at next month’s meeting.

Continuing Education & Advocacy Coordinator Report

- Co-Chairing Legislative Info Committee with Niki. Planning virtual meetings via zoom to be scheduled for May. Legislators have provided dates that they are available. Reaching out to the Member Libraries to schedule the dates. Aiming to have an in-person Legislative Breakfast in September. Will decide by August if it can be in- person. JoAnn asked about materials that will be sent prior to the meeting. Planning to send The Annual Report. The Committee is currently coordinating the agenda, the number of people speaking and the content for each meeting. This is important as some legislators represent multiple libraries. JoAnn commented on the 501C discussion from the Don Kramer presentation as there was concern on losing 501C status if money is spent on lobbying representatives. Don Kramer defined substantial contributions that would affect the status.
- Attend March Funding Task Force Meeting. Municipal touch points survey sent to member libraries to keep track of interactions with officials. For most part, numbers were down. The survey will be sent quarterly. Asked libraries to keep a diary of the meetings with officials.
- Virtual Trustee Orientation was updated and sent to the Trustees system wide. Provided links to online training modules and the updated trustee website. Will add documents and recording from Don Kramer’s presentation.
- Serving on Institutional Advance Committee.
- Submitted training grant application for system wide EDI training to OCL with Agatha. Serving on CCL and Hankin EDI committee. Consulted with them regarding grant application and took EDI professional development course with them as a group.

System Advisory Council Report

Meeting was last week. Don Kramer spoke and provided valuable information. The next meeting will be in August. The Funding Formula Review Committee has decided to not meet until 2022, This was voted at the SAC meeting. JoAnn asked if there were other speakers that could speak about funding options.

Visitor Comments:

None

The meeting was adjourned at 9:35 AM.

Approved: April 20, 2021

Kathleen Pearse, Secretary