

CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
January 19, 2021

CCLS Board Members Present

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

Excused:

CCLS Staff Present

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District
Consultant; Monique Kolb, Public Relations/Graphics Specialist, Joe Kohri, Finance Manager and
Maureen Crawford, Administrative Assistant

Others Present:

Marian Moskowitz, Chester County Commissioner; Marguerite Dube, Director, Chester County Library &
District Center; Meghan Lynch, Branch Manager Henrietta Hankin; Megan Walters, SAC President &
Director, Kennett Library; Alan Silverman, Director Easttown Library & Information Center; Dennis
Leeper, Trustee, Easttown Library & Information Center; Jeff Yetter, President, Kennett Library Board;
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 JoAnn Weinberger, seconded by Richard Hankin, the Minutes and the Consent
Agenda were unanimously approved.*

FINANCIAL STATEMENTS

Chester County Library System Financial Statements

*On motion made by Kathy Pearse, seconded by Lisa Ionata, the December 2020 CCA and 2020 DCA
Reports were unanimously approved.*

FOR INFORMATION/DISCUSSION

FOR APPROVAL

Kennett Library Building Plans

The Kennett Library Plans were presented and reviewed at the December 2020 Meeting. The approval
by the System Board is required by the state. Jeffrey Yetter reported that fund raising for the project

has spiked. The ground breaking will take place in July or August of 2021. There are a few details that must be resolved including a sewer line issue. Bill asked about following state guidelines for procurement and hiring contractors. As Kennett Library is a private 501C3, they do not need to follow the state guidelines for local governments and school districts. JoAnn commented that the plans provided have been very detailed and supports the project. Jeffrey explained they have an extensive fundraising campaign and have capitol campaign consultants. Currently, they have \$2.8 million in the operational reserve fund. He also noted that a new member with expertise in the building industry has joined the Board.

On a motion made by JoAnn Weinberger, seconded by Richard Hankin the Kennett Library Plans were approved with one abstaining member, Lisa Ionata.

REPORTS/CORRESPONDENCE

President's Report

There are currently three committees with openings. JoAnn will fill the position on the Finance committee, Kathy Pearse will be on the Governance Committee and Richard Hankin will be on the Policy Committee. There are two vacancies on the board. Bill asked for suggestions for candidates for the Board, especially candidates that live in the Southern and Western parts of the county.

Executive Director's Report

- Planning on moving to Constant Contact to contact patrons electronically. Using the system e-mail slowed the e-mail system down. Using Constant Contact will allow patrons to get information about changes in library hours due to staff shortages.
- Pennsylvania Legislative Update – The Governor's Budget Address is on February 2, 2021. Expecting another difficult budget year for 2021-2022.
- Pennsylvania changed the overtime threshold. The threshold will change over the next few years. It will affect a few people, but most member libraries will not be impacted.
- Received a request for information from Representative Diane Herrin's Constituent Services Advisor on state funds and operational budget. Provided the Funding Formula presentation and the current 2021 distribution of funds to members to the advisor. It appears the request also went to the County Finance Office.
- The 2019 Annual Report is completed and is being distributed. Joe thanked Monique, Agatha and Nicole for their work on the project. Joe reported that the planning work for the 2020 Annual Report will begin soon. Nicole provided the 2019 reports to the member libraries, so they could present to their legislators.
- Legislative Information Events – Reaching out to Member Libraries to form a committee to discuss what types of events and whether outreach should be virtual or in person. Kathy anticipates most events will need to be virtual, and that planning in person events may be counterproductive. JoAnn suggested planning a virtual event with legislators and meeting individually with Member Library Directors, trustees and individual legislators. These should take place after the Governor Budget Address. JoAnn noted that Chester County no longer has a representative on the Senate or House appropriation committees. JoAnn suggested a Virtual Legislative Day in addition to individual meetings. Nicole provided the member libraries with

the annual reports and suggested they meet with the legislators. JoAnn suggested that these meetings be tracked.

- David Belanger (Vice Chair of Governor’s Advisory council on Library Development and Director of the Lower Merion Library System) presented to SAC on local funding.
- The Customer Service Survey was sent January 11, 2021 and will extend to January 31, 2021. This is normally done in the fall. There were 2,700 responses so far. A Spanish version is available in a physical form.
- The Annual Survey on CCLS services will be sent to Member Libraries’ Directors and Board Presidents. Directors are required to fill out the survey
- County Cares Money – Getting submissions from Member Libraries. There has been an extension on the due date.
- The new contract with Innovative Interfaces includes a subscription to Sky River, which is a cataloging utility. Joe is forming a committee to review if Sky River can replace part of the OCLC cataloging utility service. This should lower some costs as it is included in with the contract.
- DCA - The 5/12 2020- 2021 Budget -The funds will be distributed this week, which will help with cash flow. There were 27 pay periods for 2020 which affected the payroll and affected cash flow. The 7/12 budget was submitted.
- Atglen Library – Renovations are continuing. The back order of supplies is coming in.
- Avon Grove – Avon Grove had a Christmas Stocking Collection and received an effective press release on MyChesco.com.
- Chester County Library & District Center
 - Marguerite is planning to retire 4/30/2021.
 - Met with the designers/engineers to review power and date requirements for the 1st floor redesign. There have been a few other impacts on counters and Reference/Multimedia shared desk design. The original design was too big and needed to be redone.
 - Attended a meeting to review the CCL Front parking lot design. There are stormwater issues and waivers are needed. The goal is to make the parking lot safer.
- Chester Springs Library – Received notification of PPP loan forgiveness
- Oxford Library -Received notification of PPP loan forgiveness
- Phoenixville Public Library - Received notification of PPP loan forgiveness
- West Chester Public Library - Received notification of PPP loan forgiveness. Joe addressed an issue with several patrons and the Chamber of Commerce regarding West Chester Public Library’s curbside only status. Joe explained that decisions are made by the Local Library Board and depends on the building size and staffing availability. West Chester implemented a Hybrid Schedule which is a combination of being open and curbside only services.

District Consultant’s Report

- Cares Act Funding – The Member Libraries completed the Financial Sheets for expenses that occurred between April and December and the plans were submitted on December 22. The expenses were approved and the reimbursement of \$26, 433.55 should be received on 1/25/2021. The next submission is March.

- State Aid – Received the 5/12 approved amount. Libraries are working on completing the forms for the 7/12 amount for State Aid. Working with the Commonwealth Libraries on the member roll up and system plan.
- Annual Report – Will open today and will submit the required information to complete 2020 Annual report.
- Keystone Grant Applications for 2020 and 2021 – The timeline for the 2021 Grant has changed. The Office of Commonwealth Libraries anticipates the next round of grants will open June 28, 2021. This has been distributed to the Member Libraries.
- Computer Usage Statistics – working on the year end statistics. Due to curbside only in December, curbside services were up. Self-Check Out went down due to the libraries being closed.
- Flipster circulation went up to 58,000 up 59% from last year.
- Agatha and JoAnn thanked the Commissioners for the \$100,000 grant. 80%/ \$80,000 was used to purchase E-materials for Overdrive.

Development Director Report

- The next Development Roundtable Meeting is 2/18/2021. All Directors, fundraising staff and trustees are welcome. There is not going to be a speaker and will focus on brainstorming fundraising ideas.
- Funding Task Force Update – Met in January and will be meeting on 2/5/2021 to discuss training framework for professional development. The focus will be on municipalities and how to make contacts with Legislators. There are preparations for the Legislative Breakfast, SAC and external presentations
- Support for Member Libraries – All member libraries will be contacted in January to review/update their development plans.
- Trustee Training – Development module is completed being test piloted by trustees from Malvern, Coatesville and Avon Grove libraries.

System Advisory Council Report

- Looking for volunteers for the Committee. Will send a reminder e-mail to look for volunteers.

Visitor Comments

- Bill thanked Commissioner Moskowitz for the additional funding especially for the e-materials.
- Alan recognized and thanked Denny Leeper as the president of the Easttown Foundation for 10 years. Under Denny's leadership, there has been three years of record level annual fund raising. The fund topped \$1 million, which is half way to goal to \$2million. The new president is Mary Ann O'Connor.

The meeting was adjourned at 9:20 AM.

Approved: February 16, 2021
Kathleen Pearse, Secretary