

**CHESTER COUNTY LIBRARY SYSTEM  
BOARD MEETING MINUTES – MONTHLY MEETING  
January 21, 2019**

**CCLS Board Members Present**

Bill Connor, President, Kathy Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin, Jim Norton and Earl Baker

**Excused**

JoAnn Weinberger, Vice-President

**Member Libraries Present**

Marguerite Dube, Director, Chester County Library & District Center; Alan Silverman, Director, Easttown Library; Denny Leeper, SAC President and Easttown Library Board Member; and Meghan Lynch, Branch Manager, Hankin Library

**CCLS Staff Present**

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Elizabeth Alakszay, Staff Development and Advocacy Coordinator and Linda Farrelly, Administrative Assistant

**Others Present**

Vickie Brown, Chester County Finance Department

**CALL TO ORDER:** 8:30 AM

**WELCOME AND INTRODUCTIONS**

Earl thanked everyone again since it was his last meeting.

**EXECUTIVE SESSION ANNOUNCEMENT:** None

**PUBLIC COMMENTS:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

**Chester County Library System Financial Statements – December 2019 Preliminary (DCA and CCA)**

*On motion made by Lisa Ionata, seconded by Richard Hankin, the preliminary December 2019 CCLS Financial Statements were approved and filed for audit.*

## **FOR INFORMATION/DISCUSSION**

### **Chester County Community Foundation Statements – as of 12/31/19**

The financial statements were included in the packet.

## **FOR APPROVAL**

### **Helen Russell Memorial Scholarship Award**

\$7,500 is the total amount of the fund and \$5,000 is deemed principle and not available for grants. The maximum amount of the award is \$750 and an applicant can only receive one award. The committee, consisting of Carey Bresler, Oxford Library Director, Joe and Agatha, met and reviewed the five submissions. Given the scholarship was set up to enhance local public library service to the community, the committee recommends awarding \$750 each to Lindsey Feist and Emma Garner.

*On motion made by Kathy Pearse, seconded by Earl Baker, the award of \$750 each from the Helen Russell Memorial Scholarship Fund to Lindsey Feist and Emma Garner was approved.*

## **REPORTS/CORRESPONDENCE**

### **President's Report - None**

### **Director's Report**

- Governor Wolf's Budget address will be February 4<sup>th</sup>. The ALA National Legislative Day is in Washington May 4<sup>th</sup> and 5<sup>th</sup>. The PLA Conference in Nashville is on February 25<sup>th</sup> to 29<sup>th</sup>, but Joe decided not to attend this year. At the Legislative meeting of PaLA there wasn't any additional information on the amount they will ask for in the 2020/2021 budget, but will probably be more than \$5M.
- Joe is working on the County Case Statement related to the Funding Task Force tasks.
- A meeting with BTB Security is scheduled for later this week to discuss the benefits of using them for network security. The cost would be \$20,000 to cover the network and staff computers. Joe doesn't know yet how it would be funded, whether a direct cost or indirect. CCLS will be rolling out a required course for all member library staff on best practices for email. The new County DCIS Department head starts today.
- Financial Matters
  - The new auditing firm (Barbacane Thornton) was in on January 8<sup>th</sup> and will be back the weeks of February 10<sup>th</sup> and 17<sup>th</sup>. Joe, Marg and the business office are working on end of year close and resolving outstanding issues.
  - The Q1 County appropriation has been received and deposited.
  - The State Aid funds should arrive January 29<sup>th</sup>
  - Joe distributed to the member libraries the Signature Authority Forms for them to update as well as a new form to gather information on petty cash and imprest funds.
  - Tiffany resigned January 3<sup>rd</sup>
  - Sally resigned January 17<sup>th</sup>
  - The new Account Clerk started on January 13<sup>th</sup>
  - A meeting is scheduled with TD Bank to update signature authority and review the business office processes.
  - Both positions are posted. Joe, Marguerite and Julie Bookheimer started conducting first interviews. Lisa Ionata will be involved with second interviews.

- Joe is looking into Accounting/Finance proficiency tests for candidates.
- Joe thanked Marguerite for all of her assistance and financial knowledge. Marguerite thanked Moria Wikstom-Fischer for stepping up to help as well.
- The new Capira app is up and running.
- The Calendar Committee has selected the top vendor if the pricing holds true.
- The VoIP phones are being installed and the cut over date is January 31<sup>st</sup>.
- News from around the system:
  - Atglen – work has begun
  - Avon Grove - had questions regarding petty cash and also on the new FLSA changes
  - Coatesville – received new grants
  - Downingtown – has a challenge grant to fund a FT Children’s Librarian position
  - Honey Brook – the new website is up and running
  - Kennett – Board Member Brad Peiper wants to meet with Joe and Agatha regarding the building approval process. They will probably present at the March Board meeting.
  - Spring City – celebrating their 110 year birthday on February 8<sup>th</sup>
  - TE – celebrating their inaugural Library Heros award – presenting to their Friends group tonight
  - WC – their fire alarm panel will be replaced and the library will need to close for a few days
- The tentative schedule for visits to Member Library Board meetings is included in the packet

#### **District Consultant’s Report**

- Keystone Grants- CCL and Easttown are considering applying
- The telephone notification to patrons system has ended. All patrons that had that as their preference have either switched to another notification method or have been sent letters.
- Door Counts are down 1.26% but overall circulation is up 1.27%.
- The trends for OverDrive and total circulation by month mirrors previous years.

#### **Development Director Report**

- At the January 22<sup>nd</sup> Development Round Table there will be a presentation on developing corporate sponsorships.
- Nicole presented “Building Your Development Plan” at the January SAC meeting, and three libraries want additional information for their Boards.
- On January 9<sup>th</sup> there was a successful author event in conjunction with the Wellington Square Book Shop with over 100 attending.

#### **System Advisory Council Report**

Denny discussed how the SAC meetings now include an educational component. In March JoAnn Weinberger will be presenting on Advocacy. The most important element for increasing funding is at the local municipal level. Earl thanked Denny for his leadership.

The meeting was adjourned at 9:03 AM.

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Approved: February 18, 2020  
Kathleen Pearse, Secretary