

**CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
APRIL 20, 2021**

CCLS Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice-President; Kathy 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; Joe Kohri, Finance Manager; Lauren Harshaw, Continuing Education and Advocacy
Coordinator; Monique Kolb, Public Relations/Graphic Specialist 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; Vickie Brown, Chester
County Finance Department; Alan Silverman, Director Easttown Library & Information Center, Emma
Driban, JTC; David Chartier, Friends of CCL

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 with edits.*

FINANCIAL STATEMENTS

Chester County Library System Financial Statements – March 2021 CCA and DCA

*On motion made by Lisa Ionata, seconded by Kathy Pearse, the March 2021 CCLS Financial Statements
were approved and filed for audit.*

FOR INFORMATION/DISCUSSION

Avon Grove Presentation (Futuring for Libraries)

Joe Sherwood made a presentation on the future of libraries to the Avon Grove Board. Avon Grove will
be paying off their note for their building and are considering the next steps. Joe suggested to the Avon
Grove Board that they consider reconfiguring the current space rather than moving into a new building.
Flexibility of staff and use of space will be major consideration for the future. Virtual material use is
growing quickly while material circulation is lower this year. There may be changes in the way Customer

Service is handled. Community gathering space will remain an important component once the libraries are completely opened. Funding from government versus private funding will be a component that needs to be addressed.

Fund of the Chester County Community Foundation

Nicole discussed the endowment for the entire system from the Chester County Community Foundation. The fiscal year runs July through June. This report reflects the third quarter of the fiscal year and shows an increase of 5% for the year. The ending balance of \$9,423.31 will be voted on the end of June for the use for e-materials.

Committee Rosters

Currently, the Policy Committee and the Strategic and Facility Planning Committee do not have chairs. Richard Hankin agreed to be the Chair of the Strategic and Facility Planning Committee. Michael Skay will be a new member and Bill will remain as ex-officio member this year. JoAnn Weinberger will be chair of the Policy Committee. Megan Walters, Meghan Lynch and Chris Kibler agreed to be on the Technology Committee. The Technology Committee is meeting this week. Lara Lorenzi will be a member on the Institutional Advancement Committee. There is also a potential trustee from the Atglen Board. JoAnn suggested adding Committee reports to the agenda.

FOR APPROVAL

CCLS System Wide Fund Raiser will be held on July 1, 2021. The speaker will be Riley Sager. The goal is to sell 10 tickets per library. Niki mentioned that the authors have also shared information on their social media platforms and this may generate additional ticket sales. JoAnn reminded that the timeline and costs should be presented to the Board and approval obtained before an event is scheduled.

On motion made by JoAnn Weinberger, seconded by Kathy Pearse, the CCLS System Wide Fund Raiser was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report - None

Director's Report

- The District Librarians removed the quarantining of materials at their last meeting. This was announced to the public on April 13.
- Attended Chester Springs Library Board Meeting. Chester Springs library had water damage last year and needed additional work done recently.
- Malvern Library – Had a presentation and long discussion regarding fund raising and using development consultants.
- Will be attending Coatesville Board Meeting virtually.
- Will be attending the Parkesburg Board Meeting in person on Monday. Spoke to a Trustee regarding masking issues and voter ballot drop box issues. The question on masking was if there is a religious exemption for mask wearing. Joe researched and found there is no religious exemption.

- Joe thanked Niki and Lauren for their work on the upcoming Legislative Events. Joe will send Niki his welcome remarks. Lauren said there are three meetings left to schedule. The first meeting is scheduled for the first week of May.
- PaLA Legislative Committee – There will be a change in the current lobbyist representative. Long term Partner Bill Bova is leaving and Matt Steck, a previous representative will replace him. The PaLA request for the 2021-2022 Budget will be: \$5 million request for a Public Library Subsidy, \$128 thousand for Library for Accessible Media for Pennsylvanians, (LAMP), and \$153 thousand for ACCESS. There is a one-page handout that PaLA is distributing. (The Good, The Bad, The Possible). There was a new Legislator Welcome Meeting session on April 19. Committee Members are also reaching out to members on the Appropriations Committee.
- Funding Task Force – The County Commissioners passed a proclamation for National Library Week. All systemwide Library Board members were sent a Thank You for volunteering.
- County Cares Money – Joe Kohri is still working on getting documentation from the Member Libraries. This has been extended for expenses in 2021.
- Voters Services – The County wanted to put permanent installations of ballot boxes with 24/7 video surveillance at all 18-member libraries. Due to the time line, the county owned facilities will get the permanent boxes with video surveillance installed. The other 10 locations that participated in the 2020 process will follow the same process as last election. The County will hire temporary staff to monitor the boxes. Voters Services will reach out to the member libraries to get the agreements signed and decide on the arrangements.
- SkyRiver - The Committee continues to look at SkyRiver. If it can be used, it will provide a large reduction in costs.
- Atglen – Continues to work on renovations. They received the first round of PPP forgiveness and applied for the second round.
- Coatesville – the renovations were completed, and they had a leak the next week. Will need to replace carpet.
- Kennett Library- Sent a great video for the new building project.
- Oxford Library – There was a door counter issue. There will be a technology committee meeting to discuss resolutions to door counters across the system.

District Consultant's Report

- Cares Act Funding - Received a distribution amount of \$26,433.55 in January. A second submission was filed on March 23rd for \$3,565.09. Working on the 3rd submission.
- The negotiations for the 2021-2022 District Aid Plan and Budget started at the March DLM. Agatha asked for suggestions from Member Libraries of what should be kept in the budget as well as any new items. There will be a representative from Commonwealth Libraries at the May DLM and the plan and budget will be approved.
- Received an Equity, Diversity and Inclusion Professional Training grant through the Office of Commonwealth Libraries.
- The Annual report for the Member Libraries has been completed and all the supporting documentation has been sent to the state.
- Program Statistics Committee has been established and met on April 13. The committee will work on questions about what is considered a library program versus what a fund raiser is. 3

library directors, 2 Development Directors and 2 people who work on programming are on the committee.

- There is still a fourth PT van driver position open.
- System Services Survey for 2020 – Survey was distributed to Directors and Board Presidents. The purpose of the survey was to identify the things that are being done well, things that can be improved upon and the new initiatives that should be considered when envisioning the future. Themes that emerged from the survey were improvement in communications, marketing and public relations, funding, training opportunities, programming, resources, diversity and community engagement. As a result, \$18,000 from the CCA Budget was approved to create a video and other marketing initiatives. CCLS provided a 6-hour online Fundamentals of Human resources training. Other opportunities for training have been scheduled during SAC meeting. Looking at an online training by Ryan Dowd which would provide 18 hours of training. Waiting to hear back from the state to see if the training is eligible for CE credits. Libraries are interested in finding ways to make the Library as a place of inclusion. The Library System received a grant to provide a training program on Diversity and Inclusion. Other concerns include funding and fundraising. These topics are addressed in the Development roundtable presentations and at the SAC meetings. The survey suggestions always include services that are already provided. Although there are DLM and SAC meetings, Member Libraries are not aware of these services. JoAnn asked if there were different responses from the Board Presidents than the Library Director. The results seem to be the boards are more concerned about funding and the Directors are more concerned with programming and relations with the community.

Development Director Report

Fund of the Chester County Community Foundation

Nicole discussed the endowment for the entire system from the Chester County Community Foundation. The fiscal year runs July through June. This report reflects the third quarter of the fiscal year and shows an increase of 5% for the year. The ending balance at the end of June will be voted on by the Fund Advisors (the Library Board) for their use. The past few years, it has been used for e-materials. However, the Helen Russell scholarship fund was mentioned last month as another potential usage.

FOR APPROVAL

CCLS System Wide Fund Raiser will be held on July 1, 2021. The speaker will be Riley Sager. The goal is to sell 10 tickets per library. Niki mentioned that the authors have also shared information on their social media platforms and this may generate additional ticket sales. JoAnn reminded that the timeline and costs should be presented to the Board and approval obtained before an event is scheduled.

On motion made by JoAnn Weinberger, seconded by Kathy Pearse, the CCLS System Wide Fund Raiser was unanimously approved.

Development Director Report

- The system wide Funding raising event was approved by the Board. The tickets will go on sale on May 11, 2021. Nicole thanked Niki Kolb for all the weekly marketing pieces that Member Libraries can use on their Social Media Sites. Nicole thanked Christopher Porcelli from Phoenixville Library for the help with the development of the registration site. Also thanked Richard Hankin for the sponsorship funds the Hankin Foundation provided. First Trust Bank also provided a sponsorship for the event. Joe Kohri set up special accounts to be used for the fund raiser.
- The next Development roundtable is Wednesday, April 28. The discussion will be on the system wide fundraising event as well as preparing for elected official and municipal presentations.
- The Funding Task Force met April 16 and will be meeting again on May 7.
- Working on recognition for Trustees
- Assisted Honey Brook with Capital Campaign materials. Worked with Atglen on whether the Wizard Faire is fundraising or a program event. Worked with Malvern's Board on a development needs assessment. Phoenixville collaborated on the system wide virtual fundraising event.
- Serving on Institutional Advancement Committee, Programming Statistics Committee and Legislative Committee.

Continuing Education & Advocacy Coordinator Report

- Legislative Information Committee – The proofs of the Booklet from member libraries were due back to Niki already. Discussed the delivery system to make sure booklets get to all Legislative Offices before May meetings. 10 of the 13 meetings are scheduled for May. The first meeting is with Representative Howard's Staff on May 4. The full list of meetings, including attendees, has been sent to the Member Library directors, so that this information can be shared with Trustees to try to get more to attend. JoAnn suggested that if there is no representation from the Member Library Boards, Lauren can reach out to the System Board members, and someone may be able to attend.
- Fall Legislative Breakfast – Niki Kolb sent an email to her County contact and is waiting to hear back from the Commissioners' Office on a potential date for September and whether or not they would be willing to attend an in-person event.
- Funding Task Force – Went over the Municipal Touch Point surveys for 2020 at the last meeting. These surveys will be submitted quarterly by the Member Libraries.
- Shared the Advocacy Plan at the DLM. One of the goals from this is to have an Advocacy Round table starting in June.
- Continuing Education – Awarded a training grant from OCL that will result in LSTA Funds Reimbursement in the amount of \$4,947.85. Signed a contract with FIC Human Resource Partners. There will be three two-hour long zoom training sessions offered system-wide. The title of the workshop is Diversity & Bias: Exploring their Coexistence. Each class will have the same foundational information. Classes will not be recorded. At this time, there are over 80 staff members already signed up. Lauren offered to send the links to the Trustees if they are interested in participating in the workshops.

System Advisory Council Report

- The next SAC meeting will be in August
- The Funding Task Force will provide a speaker if the Committee is interested. Megan said that she and Lauren had discussed having a speaker on Crisis Management, but Lauren replied that so far all training sessions would take place in multiple sessions and would therefore not be an option for a SAC meeting.

Comments:

The Board thanked Marguerite for her years of service as both the Finance Manager and Library Director.

The meeting was adjourned at 9:30 AM.

Approved: May 18, 2021
Kathleen Pearse, Secretary