

CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES - MONTHLY MEETING
June 15, 2021

CCLS Board Members Present

Bill Connor, President; Kathleen Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin, Michael Skay and Brian Taylor

Excused: JoAnn Weinberger, Vice-President

CCLS Staff Present

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Lauren Harshaw, Continuing Education and Advocacy Coordinator; Monique Kolb, Public Relations/Graphic Specialist and Maureen Crawford, Administrative Assistant

Others Present:

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; Lori Schwabenbauer, Director Avon Grove Library, Victoria Dow, Director West Chester Library, Lara Lorenzi, Director Phoenixville Library

CALL TO ORDER: 8:30 AM

WELCOME AND INTRODUCTIONS

EXECUTIVE SESSION ANNOUNCEMENT:

There will be an Executive Session following the CCL Board Meeting.

PUBLIC COMMENTS

None

REVIEW AND ADOPTION OF CONSENT AGENDA

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

FINANCIAL STATEMENTS

Chester County Library System Financial Statements

On motion made by Kathleen Pearse, seconded by Richard Hankin, the May 2021 CCLS Financial Statements were approved.

FOR INFORMATION/DISCUSSION

CCLS Network Security Update

Tony Wagner provided a Network Security Update. Bill asked if personal information is stored in the library system. All patrons' personal information is stored by vendors not by the library. Bill asked about

the ransomware security. Tony indicated that all services are backed up offsite every hour. BTB is constantly scanning the system and can identify issues. All folders are encrypted and there are at least two copies of backup data. Staff receives training on Malware and “fishing e-mails.” The training from the County is modified to meet the needs of the Member Libraries. The public computers that are in the libraries are separate from the rest of the system. The public computers are also scanned by BTB.

CCLS Fees (DVDs and Audios)

Joe reported that most of the Member Libraries, except for Coatesville Library, want to eliminate the fees on DVDs and Audios. At this time, some of the libraries have not reviewed removing these fees with their Boards. For the members, it is approximately \$30,000 budgeted across all members in 2021.

NOTE – For 2020, the CARES Act Funding from the County covered the loss of revenue for the non-profit libraries. There will be continuing discussion at the CCL Board Meeting regarding this topic specific to CCL and Hankin.

FOR APPROVAL

None

REPORTS/CORRESPONDENCE

President’s Report

None

Director’s Report

- Joe reported that the County is implementing a new budget process, called Priority Based Budget (PBB). The new process (in his opinion) is a combination outcome-based evaluation, storytelling, and the line item budget. The information about budgets need to be presented in a “story form” so it is transparent to the public. Joe asked the County if the budget should include state money and other funding for member libraries in addition to the County money. The County indicated this process is only for County money. The two general categories of services included are: community and governing (indirect services.) Money to Member Libraries will be considered “community money.” Joe needs to submit “program inventory” to the County by June 24, 2021. Joe will be meeting with staff on Tuesday. The requirements are for 10-20 programs to be submitted. The County Budget includes building expenses, salaries and a little for books/materials. Staff will need to be assigned to the programs that are submitted. There will also be a peer review portion, but the information about this process has not been provided yet. The original line item budget was uploaded into the software.
- Joe will check on the County CARES Money resolution for 2021.

District Consultant’s Report

- The report includes information about CARES Act Funding, District Center Aid Plan and Budget, Statistics and the Application for State Aid. There were no questions on the report.

Development Director Report

- 110 tickets have been sold for the Riley Sager Event. The goal is to reach 185 tickets.

- The Funding Task Force is writing an updated narrative and gathering 2020-21 information for the finalized funding request to the County.
- Working on a Capital Campaign and development for several libraries.
- Institutional Advancement and Programming Committees will be meeting.

Continuing Education and Advocacy Coordinator Report

Advocacy

- 10 successful meetings with State Representatives and Senators. Senator Kane will be writing a letter of support for PA Public Library Subsidy increase and will be visiting/touring CCL on 7/15 as well as other libraries in his districts.
- Working on the Legislative Breakfast for the fall. It is looking like the event may be in person.
- First Advocacy information session was held on June 10th.

Continuing Education

- EDI workshops went well.
- Encouraging staff to take advantage of the online/webinar opportunities for state CE credits because they may not be as abundant/around for much longer.

System Advisory Council Report

Next meeting is in August.

Committees

Funding Task Force

No report this month

Institutional Advancement Committee

No report this month

Policy Committee

No report this month

Strategic Planning and Facilities

No report this month

Technology

No report this month

Executive Committee

No report this month

Finance Committee

No report this month

Governance Committee

No report this month

Visitor's Comments

Alan Silverman reported that Easttown Library & Information Center received \$4,000 sponsorship for the summer reading program. There will be a tee shirt for the Summer Reading program. The library has a building project for the heat pumps. Angela Brown was hired as the new Youth Service Librarian.

Victoria Dow from West Chester reported that the Board is in the initial stages to look at the space usage at West Chester Library. They will hire a Consultant to provide advice on what can be done with the building.

The meeting was adjourned at 9:00 AM.

Approved: June 15, 2021
Kathleen Pearse, Secretary