

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

**CCLS Board Members Present**

JoAnn Weinberger, Vice-President; Kathy Pearse, Secretary; Lisa Ionata, Treasurer;  
Richard Hankin, Michael Skay and Brian Taylor

**Excused:**

Bill Connor, 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; Denny Leeper, Trustee, Easttown Library & Information Center Andy Dibble, Intern, Downingtown Library

**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 Richard Hankin, seconded by Brian Taylor, 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 June 2021 CCLS Financial Statements were approved.*

**FOR INFORMATION/DISCUSSION**

None

**FOR APPROVAL**

None

## **REPORTS/CORRESPONDENCE**

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

#### **Director's Report**

- Funding Task Force – Working on the numbers and statistics.
- Member Library Directors:
  - Alan Silverman is retiring next year from Easttown Library.
  - Megan Walters announced she will be leaving Kennett in August
  - Lori Schwabenbauer has resigned as director of Avon Grove.
- PaLA – The PA budget for 2021-2022 was passed. The funding remained level for Libraries.
- Welcomed Rebecca Peck as the new Finance Manager
- The Audit for 2020 is completed. There were a few journal adjustments that were needed.
- Atglen Library is still waiting for the doors. Painting is completed.
- Delivery – Bruce retired from the Building Superintendent Position last week. Joe met with the Delivery Drivers and will be adjusting schedules. Monday and Tuesday will remain the same and Wednesday, Thursday and Friday will have a three-route schedule. Most libraries are doing pre-sorting and the libraries that are not currently will have to start to pre-sort. The job description for the Building Superintendent was revised and sent to Human Resources to be posted. The position was posted on Friday.

#### **District Consultant's Report**

- The State sent out information about the Keystone Grant.
- Submitted all the final reports and request for information was submitted for the LSTA Grant.
- Working with Avon Grove and Easttown for the open positions.
- Will be interviewing for both full time and part time van driver positions.
- The Door Counts show an increase in attendance. The door counts are still lower than 2019.
- Joe discussed the requirement for an MLS Degree with Jeff Yetter. The State does require an MLS Degree for a Library Director Position above a certain population of Direct Service Area.

#### **Development Director Report**

- The system wide fundraising event, A Novel Tea with Riley Sager and Jeffrey Deaver sold 179 tickets and netted \$5,506 profit for participating libraries. Post event surveys provided positive feedback.
- Funding Task force is revising the submittal to the Commissioners.
- The next Development Roundtable is September 22. Connie Carter and Lou Beccaria, local experts in fundraising, will present topics from their book "Nonprofit Excellence: Strategies for a Challenging World."
- Working with Oxford, Honey Brook, Atglen and Tredyffrin
- Serving on Programming Statistics and Legislative Committees.

#### **Continuing Education and Advocacy Coordinator Report**

- Senator John Kane toured the Library on July 15. Was a very good visit. He received his first library card and his visit was posted on Facebook.

- The Save the Date e-mail for the Legislative Breakfast was sent out. Depending on the building projects status at CCL, the plan is to have the breakfast at CCL.

### **System Advisory Council Report**

The August SAC meeting will be held in person. There is not a speaker at the August meeting, but there will be a speaker at November. Jennifer Spade will be the new president of SAC. Megan is in contact with her Board President to ask to be the vice president.

### **Committees**

#### **Funding Task Force**

The Committee met last Friday, July 16. This is an amazing committee, with full consistent attendance. Main topic of conversation was the report to the commissioners on year one of the funding increase and whether there should be an “ask” for the next budget. We now have expenditures of the member libraries based on the two quarterly payments the member libraries received and tied to the key areas of the Sustainability Analysis: Personnel, Materials, Programming, Technology and Facilities. Although the commissioners last year provided a tax increase that covered half of the sustainability calculation, and the original plan called for our asking for the second half this year, several factors were discussed:

- The commissioners do not want to raise taxes for next year. We recognize, however, that the next window will be after the next election.
- by not continuing fees on audio materials and CDs (other fees, such as room rental and passports will continue) the member libraries, with the exception of Coatesville, will discontinue this revenue source.
- The new program-based budgeting is still an unknown in terms of how the information will be used. Also, this budgeting process will include the cost of the support given to the member libraries by staff currently paid by the County to CCL for technology and van service.

Therefore, the FTF would like to recommend to the Board that a report is submitted to the Commissioners showing the cost of sustainability, reminding them that they have funded half that amount, the analysis of how the additional funds were used during the first six months, but not do a direct ask for the other half at this time.

*On a motion made by Lisa Ionata and seconded by Richard Hankin, the FTS recommendation that the Funding Task Force Report be submitted to the Commissioners was unanimously approved.*

The other agenda item related to Funding Task force were the Trustee Pins which will be distributed to all trustees at the SAC meeting on August 10, 2021. The pins will have an individual letter to the Trustees from Joe Sherwood thanking them for their service. The Committee thanked Denny Leeper with both the idea to do this and paying for the pins and Nicole for negotiating with the vendor.

#### **Institutional Advancement Committee**

The Institutional Advancement Committee was held virtually on June 30. Participating were Board Members including JoAnn Weinberger as chair, Kathleen Pearse, and Michael Skay, with staff Joe, Lauren, Nicole and Niki. An overview of the Development, Advocacy, and PR plans were presented with

activities in the last three months and plans for the future. The activities represent an ambitious undertaking.

**Policy Committee**

Policy Committee will meet again on July 28. The Committee now has a schedule of policies to review and will begin providing them to the Board at either the August or September Board Meeting.

**Strategic Planning and Facilities**

No report this month

**Technology**

No report this month

**Executive Committee**

No report this month

**Finance Committee**

Met last week. Discussed stopping the fees and Priority Based Budgeting.

**Governance Committee**

No report

**Visitor's Comments**

Denny Leeper recommended to vote for Joe Sherwood as vice-president of PaLA. Denny also thanked Nicole for her work on the system wide fund raiser. Denny also thanked the Funding Task Force. The Task Force was able to get \$100,000 for e-materials and also received additional money from the County Commissioners due to a millage increase.

The meeting was adjourned at 9:45 AM.

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Approved: August 17, 2021  
Kathleen Pearse, Secretary