

**CHESTER COUNTY LIBRARY SYSTEM**  
**BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL**  
**July 21, 2020**

**CCLS Board Members Present**

William Connor, President; JoAnn Weinberger, Vice-President; Kathy Pearse, Secretary; Lisa Ionata, Treasurer; Richard Hankin and Jim Norton

**CCLS Admin Staff Present**

Joseph Sherwood, Executive Director; Agatha Lyons, District Consultant; Joseph Kohri, Manager, Finance Department; Nicole Richards, Development Director

**Others Present:**

Marguerite Dube, Director, Chester County Library; Kate Lamb, Board Member, Chester Springs Library; Lori Schwabenbauer, Director, Avon Grove; Jack Hines, President, Downingtown Board of Trustees and member of the Funding Task Force; Denny Leeper, Board Member and SAC representative, Easttown Library; Alan Silverman, Director, Easttown Library; Meghan Lynch, Branch Manager, Henrietta Hankin Library; Carey Bresler, Director Oxford Library;

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

**WELCOME AND INTRODUCTIONS:** None

**EXECUTIVE SESSION ANNOUNCEMENT:** None

**PUBLIC COMMENTS:** None

**REVIEW AND ADOPTION OF CONSENT AGENDA**

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

**FINANCIAL STATEMENTS**

**Chester County Library System Financial Statements – June 2020 (DCA and CCA)**

*On motion made by Jim Norton, seconded by Lisa Ionata, the June 2020 CCLS Financial Statements were approved and filed for audit.*

**FOR INFORMATION/DISCUSSION**

**Reopening Libraries:** Bill Connor asked for plans concerning the reopening libraries.

- Curbside service is being used by all libraries as they transition to opening for browsing and computer use

- Libraries are working on plans for additional services
- CCL started to allow patrons in for browsing. They are still working on capacity limits (for example: if all those entering the building wanted children's services)
- Joe indicated that the Commissioners had received a complaint from an individual wanting to use the computers. The Member Library director had responded to that individual.
- Malvern's opening has been delayed by the borough.
- Laptops are available for parking lot use at CCL.
- Avon Grove indicated that the library will be discontinuing "curbside" at the end of July. They are also concerned about how to offer safe help at computer work stations. CCL and HH are using VNC and Google voice to help customers from a safe distance. Any library needing assistance should contact Computer Services

### **Funding Task Force Report**

The FTF was formed by the Board of the CCLS in June 2019 at the recommendation of Dennis Leeper, President of the System Advisory Council. JoAnn Weinberger, Vice-President of the Board, and Denny are Co-Chairs. Also on the Task Force are Lisa Ionata, Treasurer of the Board, Carey Bresler, Director of the Oxford Library, and Jack Hines, Chair of the Downingtown Board of Trustees.

The purpose of the Task Force is to provide for the sustainability of Member Libraries. There has not been an increase in County or State funding since 2009. The Task Force acknowledges the \$100,000 County Contribution for materials/collections in 2020.

The FTF met monthly to gather data on facilities, personnel, materials, programming and the history of funding with the goal of making a recommendation to the Commissioners by July 31, 2020. The data shows that \$9,293,993 is the total needed to provide quality library service for all residents of Chester County in 2021. This includes state, county as well as municipal support.

The Task Force recommends that the County contribution of 11.5% of funding be increased from .184 mils to 15% of funding or .2 mils.

Discussion of municipal funding suggests that municipalities fund at \$5.00 per capita. Libraries have seen support increase slowly. Jack reminded the group that many municipalities provide in-kind services.

Support given to Member Libraries to help with advocacy and funding included five training opportunities:

- April 2019 – Jack Hines presented to the Development Round Table on ways to increase municipal funding

- June 2019 – Jack Hines presented at the District Librarians Meeting
- August 2019 – Jack Hines presented at the System Advisory Council Meeting
- September 2019 – Legislative Information Breakfast and Speed Repping
- November 2019 – Trustee Training

*On a motion by JoAnn Weinberger, seconded by Richard Hankin, the Board approved recommending to the Commissioners that the County share would be 15% or approximately \$1.4 million and increase millage to .2 mils. The motion was unanimously approved.*

## **REPORTS/CORRESPONDENCE**

**President’s Report** - None

### **Executive Director’s Report**

- There is not a unified reopening message for Member Libraries. A range of services are being offered and we are referring patrons to local library websites for specifics.
- Board Meetings have been rescheduled. Joe attended Chester Springs and Malvern Board Meetings. He will be attending Coatesville and Tredyffrin this week.
- The State budget passed and was signed by the Governor on May 29<sup>th</sup> at a 5/12 Budget.
- What does this mean to CCLS?
  - Commonwealth libraries is trying to get the 5/12 funds out to libraries as soon as possible
  - DCA Budget is a July 1 budget. We expect to receive \$147,000 or 5/12ths at the end of July. Big ticket items come from this including Innovative at \$119,000. Mango database is also due. Consideration to exit that contract is being discussed.
- Joe is working with the Auditors to complete the Member Library Audit.
- BTB Security – the County is moving forward with this
- Funding Task Force has been meeting regularly.
- Staff Development and Advocacy coordinator resigned effective July 10, 2020. The position has been posted and we are receiving applications.
- There are changes in the Solicitors Office with the retirement of Tom Whiteman.
- All background checks must be completed before staff can begin work. Libraries are no longer allowed “provisional” employees.
- The Kennett Board is preparing their updated building plan for presentation at the August Board Meeting.

### **District Consultant’s Report**

- We have had additional District Librarians Meeting to discuss reopening procedures. Curbside service began on June 15 at all library locations. Libraries are in various stages of reopening.
- Statistics in the packet show OverDrive's continued high usage.
- Helen Russell Scholarship Fund: A new round of opportunities was announced. Amount of funding available will allow only one scholarship to be awarded at this time. The deadline to apply is mid-August.
- County Coordination Aid budget discussions begin at the August DLM

**Development Director Report:** Nicole worked with JoAnn and Victoria to nominate Carolyn Comitta for Pennsylvania Library Associations Elected Official of the Year. The award is presented annually at the PALA Conference. She has been working with HB on a grant opportunity, AT with their annual campaign and TR concerning their golf outing.

**System Advisory Council Report** Dennis Leeper reported that the election of officers for the System Advisory Council took place on July 14, 2020 at a special SAC meeting prior to the DLM. The slate elected is:

- President: Megan Walters, KE
- Vice-President: Jennifer Spade, HB
- Secretary: Maggie Stanton, MA

Denny noted all are supportive of continuing the Funding Task Force for the next two years. At the August 11, 2020 SAC meeting JoAnn will make her presentation on advocacy ***Speak Out for Libraries***. Melissa Kohl will help with zoom and the breakout rooms for the interactive part of the presentation.

The meeting was adjourned at 9:34 AM.

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Approved: August 18, 2020  
Kathleen Pearse, Secretary