

CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
August 18, 2020

CCLS Board Members Present

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

Excused: JoAnn Weinberger, Vice-President

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;

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 Kathy Pearse, seconded by Lisa Ionata, the Minutes and the Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

Presentation of CCLS Member Library Audit

The CCLS and CCL audit was completed by Barbacane Thornton and Company. Jeff Kowalazyk presented the findings to the Board. The overall results were very good, with clean unmodified audit opinions. No deficiencies were identified. All materials required for the audit were presented on a timely basis. The COVID quarantine did not affect the quality of the audit. Since the Chester County Library and District Center is a department of County government, government accounting standards were used. Since most Member Libraries are 501c3 organizations, non-profit standards were used.

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

On a motion made by Lisa Ionata and seconded by Kathy Pearse, the June 30, 2020 District Center Aid 2019-2020 (final) and July 2020 County Coordination Aid were accepted and filed for audit.

FOR INFORMATION/DISCUSSION

Funding Task Force Recommendation

The final version of Task Force request was included in the packet. It was submitted to the County on July 31, 2020 for review by the County Commissioners. The request for sustainable funding for Member Libraries asks that the County provide 15% of the funding for member libraries or 2 mils. This would raise the level of funding from \$751,000 to approximately \$1.5 million. The proposal will be included in the budget summary.

Funding Formula Draft 2021

Joe reviewed the funding formula and the history of funding including the consequences of the 5/12s budget. The Funding Formula Draft for 2021 includes two distribution drafts. The first is similar to the 2020 formula. The second is for State Aid in the amount of \$625,000 or 5/12 of the 2020 amount. It is very unlikely that we will have enough information on the reopened State Budget process to present the final document at the November SAC meeting.

Reopening Libraries

All libraries, except the Malvern Library are opened to the public. Malvern is offering curbside only. There has been good feedback on the re-opening process. We are anticipating some Cares Act funding for the District and are waiting for detailed information from Commonwealth Libraries on the application process.

FOR APPROVAL: No reports for approval

REPORTS/CORRESPONDENCE

President's Report – Bill noted that he had attended the Advocacy Presentation given by JoAnn Weinberger and thought that the Zoom presentation with the breakout sessions worked very well.

Executive Director Report

- Chris Kibler is leaving his position at the Tredyffrin Library leaving to go to the Abington Library in Montgomery County. There are also changes occurring at the executive level in Montgomery County and at The Free Library of Philadelphia.
- PALA is reaching out to Legislatures to plan a legislative Day on September 21, 2020. We will need to reach out to Senators Dinniman and Killion and Representatives Comitta and Lawrence.
- At the Member Library Board meetings, Joe indicated that the Tredyffrin Library discussed their involvement in a legal issue on the programming policy. Coatesville's

meeting mostly revolved around financial issues. Meetings with Easttown, Honey Brook and Phoenixville are scheduled.

- BBT security is continuing to be developed. It was necessary to increase the Ram in the system.
- Joe is continuing to review the applications for Continuing Education/Advocacy position.
- Review of Circulation systems is continuing.

District Consultant Report

- The District Librarians Meeting was held on August 11, 2020. The District's librarians approved an Overdrive/SORA partnership. Students will be able to use their school identifications to access young adult and juvenile OverDrive materials.
- District Center Aid Plan and Budget were submitted to Commonwealth Libraries. There is a possibility of receiving only 5/12s funding for 2020-2021.
- The Data Base Committee met on July 16 to prioritize the data bases paid from the DCA budget. Agatha was unable to cancel Mango but was able to reduce the cost by 25% to \$11,000.
- County Coordination Aid budget is being reviewed
- Six Member Libraries received LSTA grants for the Summer Programs
- Curbside Service continues, although use is declining due to the libraries being opened.
- Self-Check is finished, and the application should be available in the App Store
- There are reports included on circulation, flipster and computer usage statistics.

Development Director Report

- Worked on the Funding Task Force proposal
- Working with libraries for fundraising initiatives including Atglen, Coatesville and Honey Brook
- Working on trustee training modules

System Advisory Council Report Dennis Leeper reported at the last meeting that the election of officers for the System Advisory Council took place. New officers include:

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

The meeting was adjourned at 9:15 AM.

Approved September 15, 2020

Kathleen Pearse, Secretary