

CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
September 15, 2020

CCLS Board Members Present

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

CCLS Staff Present

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Joseph Kohri, Finance Manager, and Maureen Crawford, Administrative Assistant

Others Present:

Marguerite Dube, Director, Chester County Library & District Center, Meghan Lynch, Branch Manager Henrietta Hankin, Dennis Leeper, Easttown Board, Megan Walters, SAC President, John Norton, Guest

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 Jim Norton, the Minutes and the Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

On a motion made by Lisa Ionato, seconded by Kathy Pearce, the financial reports for August District Center Aid 2020-2021 and the August County Coordination Aid 2020 reports were unanimously approved.

FOR INFORMATION/DISCUSSION

Reopening Libraries

The libraries reopening process is going well. Staffing at all libraries, other than Coatesville Library, is good. The Coatesville Library remains short staffed. Marguerite reported seating has started with a two-hour limit. There is still concern regarding books taken and returned to shelves in the stacks by patrons as information is lacking regarding surface transmission.

FOR APPROVAL

Helen Russell Scholarship Recommendation

There were three applicants for the scholarship. The scholarship was awarded to Emily Cackowski. Future scholarships may have to be put on hold as there is a \$5,000 minimum for the fund. Alternative ways of funding the scholarship needs to be found.

On a motion made by JoAnn Weinberger seconded by Jim Norton, the award of the Helen Russell Scholarship was unanimously approved.

Use of Logo

Amelia Rayburn-Pizzica, Director of Educational Programs at the Domestic Violence Center of Chester County, requested permission to use the Chester County Library System Logo on a book list the will be distributed by the Center. After discussion, it was determined that the logo should not be used outside the system. A suggestion was made to develop a policy regarding the future use of the logo.

On a motion made by JoAnn Weinberger the request to use the logo on the Domestic Violence Booklist was rejected and to note the appreciation of the importance of the book list and to encourage Amelia to use the library resources and the link to the library and to develop a policy on future use of the logo. The motion was unanimously approved.

REPORTS/CORRESPONDENCE

President's Report

None

Executive Director's Report

- Joe talked about Glen Miller's presentation at the virtual The District Center Library meeting. Glen reported that the state may have a 5-billion-dollar shortfall, which is 15% of the state budget. Glen also discussed getting funds to libraries that were already approved, although aid does not usually come in until January. He discussed making the changes permanent. There are going to be questions of which year will be used when the money is distributed. Glen Miller hired Carrie Cleary. This may mean information will be distributed on a timelier basis. The Cares Funding will be used to increase broad band access to rural areas. There will be an adjustment in the waiver process for 2020-2021.
- The Honeybrook Library Meeting was in person. Honeybrook is conducting some of their programs in person by using an outside pavilion.
- Easttown presented their first draft regarding 2021 budget. Supervisor Liaison asked questions about the hours.
- Phoenixville is still having COVID 19 personnel policy related issues. They are in the budget process as the library is considered part of the school district and follows the school budget schedule. They may need to reduce hours due to the income reduction.
- PALA is having a virtual legislative day on September 21. Other meetings with legislatures are being scheduled.
- Voters' Service - The county has not finalized plans for the ballot boxes. They have 11 boxes to place. The boxes must be monitored. This can be a problem placing boxes in libraries as hours

are not consistent. Oxford Library is being considered as a satellite site office, as it is ADA compliant. Hankin is also being considered as a site because of the Annex. The county is considering satellite voters services in libraries.

- The BTA Security project is in final stages of deployment. The server will be upgraded.
- New Continuing Education Candidate hiring is in process and references checks completed.
- Funding Task Force Meeting continues.
- Atglen plans for opening are moving forward. They do not have a date to reopen yet.
- Chester Springs had a leak resulting in a mold issue.
- Kennett Square is in process of getting a new building project approved. Looking to complete the building process approval by October or November.
- Phoenixville new book locker identified and funded.
- West Chester has a new website in development.

District Consultant's Report

- Currently waiting for state application for the Cares Act Funding. These funds can be used for technology as well as PPE including plastic shields.
- County Coordination Budget - The process for the County Coordination Aid Budget is modified this year due to the bifurcated budget. There will be two plans, one for a 5/12th payment and another for 7/12th payment.
- Two part time van drivers were hired. They are currently waiting for approval from the county.
- Self-check system is operational. Information will be available on the Website. Flipster and Overdrive remain very popular.

Development Director Report

- The PALA legislator of the year has been decided and will be awarded on October 15 at a virtual ceremony.
- September 21 is Library Legislative Day. Last year, there was a Legislative Breakfast which was helpful in building relationships. Called three legislators to discuss state funding.
- Working with Tredyfferin to find ways to replace the lost significant revenue due to the golf outing being canceled.
- Honey Brook is working on their capital campaign
- Chester County starting annual appeal
- Funding Task Force is starting to develop plans for libraries to increase local funding

System Advisory Council Report

- In the process of developing plans for the next meeting agenda
- The next meeting November 10

The meeting was adjourned at 9:20 AM.

Approved:

Kathleen Pearse, Secretary