

**CHESTER COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES – MONTHLY MEETING VIRTUAL
OCTOBER 27, 2020**

CCLS Board Members Present

Bill Connor, President; JoAnn Weinberger, Vice-President, Kathy Pearse, Secretary; Richard Hankin and Jim Norton

CCLS Board Members Excused

Lisa Ionata, Treasurer

CCLS Staff Present

Joseph Sherwood, Executive Director; Nicole Richards, Development Director; Agatha Lyons, District Consultant; Joe Kohri, Finance Manager, Lauren Harshaw, Continuing Education & Advocacy Coordinator, and Maureen Crawford, Administrative Assistant

Others Present:

Marguerite Dube, Director, Chester County Library & District Center, Meghan Lynch, Branch Manager Henrietta Hankin, Megan Walters, SAC President, Vickie Brown, Chester County Finance Department

CALL TO ORDER: 8:30 AM

WELCOME AND INTRODUCTIONS

EXECUTIVE SESSION ANNOUNCEMENT: None

PUBLIC COMMENTS: None

REVIEW AND ADOPTION OF CONSENT AGENDA

On a motion made by JoAnn Weinberger, seconded by Jim Norton, the Minutes and the Consent Agenda were unanimously approved.

FINANCIAL STATEMENTS

Chester County Library System Financial Statements – September 2020

On a motion made by Kathy Pearse, seconded by JoAnn Weinberger, the financial reports for the September District Center Aid and the September County Coordination Aid 2020 reports were unanimously approved.

FOR APPROVAL

Resolution for CCLS Waiver Approval

The Chester County Library System is requesting a waiver from State Standards for 2020 for hours open, staffing, collection development and continuing education, Bill and Kathy need to sign the Resolution for CCLS Waiver Approval. This approval needs to be sent to the state for approval.

On a motion made by Jim Norton and seconded by Richard Hankin, the resolution for the CCLS Waiver was unanimously approved.

FOR INFORMATION/DISCUSSION

Board Vacancies/James Norton Resignation

Jim Norton has announced his resignation from the Board at the end of 2020. Jim was thanked for his many years of service and contributions to the Board. He, along with JoAnn will attend the SAC meeting in November. Joe Sherwood has discussed the openings on the board with Bobby Kagel. He indicated the County Commissioners are looking for recommendations. JoAnn suggested the Board look to other areas of the County to fill the positions, like the West, South and Far North sections of the county to ensure geographic diversity.

System Advisory Council Representative

The Board nominated JoAnn to be the representative to SAC in 2021.

On a motion made by Kathy Pearse and seconded by Richard Hankin, JoAnn was appointed to be the representative to SAC in January 2020.

PaLA Conference

The PaLA Conference was held virtually this year. Marguerite had openings for 30 people to attend. In addition to the staff, Bill and JoAnn also attended. The Conference offered a wide array of virtual classes on advocacy and use of social media.

Chester County Community Foundation Annual Meeting

Joe and Nicole attended the Chester County Community Foundation Annual Meeting. At this meeting, it was discussed how to apply to receive funds from the foundation. Funds must be approved by the donors rather than the board. To receive funds, the library system needs to identify what materials will be purchased. The maximum that can be used is 5%. Richard Hankin suggested the funds continue to be used for e-materials. By using it for e-materials, it will support all the libraries.

On a motion made by Richard Hankin and seconded by JoAnn Weinberger, the Chester County Community Foundation maximum funds will be requested and used for purchasing E-materials.

Chester County Community Foundation Fund Statements

The Funds statements were included in the Board Packet.

The balance of both funds as of 9/30/2020 were \$8,926.77 and \$195,253.58 for a combined balance of 204,180.35.

Cares Act Funding

Joe Sherwood reported the Cares Act Funds were \$33,156.30. At the District Librarians Meeting it was unanimously approved that the funds would be allocated using a base/amount/member and the rest assigned by market value multiplier to address the state's economically distressed communities.

ILS Recommendation

Joe Sherwood formed a group to review various options regarding the Integrated Library System. After review, it was decided that the Chester County Library System remain with Innovative Interface due to a proposal that reduces annual costs. In addition, there will be an opportunity to transition from OCLC to the Sky River Cataloging interface. That would potentially provide a reduction in overall costs for several years. Both products renew in July 2021.

REPORTS/CORRESPONDENCE

Board Nominating Committee

JoAnn Weinberger suggested that a nominating committee be set up with Richard as the Chair and JoAnn and Kathy as members. The committee will report a potential slate of Board Members in November, to be voted on in December.

President's Report – None

Executive Director's Report

- Joe and Bill will be attending an event at Atglen Library.
- Joe attended several Member Libraries Board Meeting, including Atglen, Downingtown, West Chester, Spring City, Parkesburg. The Avon Grove meeting is 10/28/2020 and Oxford will be held in November. Most libraries are concerned about the state budget.
- The Pennsylvania Legislature will not work on a state budget until after the election. Communications are being sent by staff and patrons to State Legislatures to encourage continued funding of the libraries.
- Voters' Service - Ten libraries have drop off boxes for completed ballots. Hankin and Oxford have Chester County Voter Service satellite offices. Hankin has reported long waits for voters to get services at the Satellite office.
- BTB Security is in process of being set up on the network. There was an outage for 18 hours, it was not determined what caused the issue.
- The next funding task force will be next month after the election.
- Joe introduced Lauren Harshaw, the new Continuing Education & Advocacy Coordinator. Lauren will be developing the trustee orientation, new director orientation and education plans. She will also be working to streamline the tracking process.

- Atglen and Honey Brook received Chester County Community COVID Grants.
- Atglen received a PA Forward Silver Star Award.
- Downingtown is looking to increase WIFI capabilities in the parking lot, so patrons could stay in their cars and use WIFI.
- Kennett – is still in the building approval process. Brad Piper will have the building plan in November and will work with Megan.
- Tredyffrin – Chris Kibler stayed as Director.

District Consultant's Report

- Working on budgets with the State and Care Acts funds.
- CCL has not been notified concerning their Keystone Grant application
- Mobile App usage is up, curbside and self-check are still being used. The Circulation statistics are going up. Flipster is up 58% from last year.
- JoAnn asked if a report can be provided to the Commissioners on the expenditures from the \$100,000 collection allocation. This information can be provided by Joe Kohri in the expenditure line of his reports.

Development Director Report

- There were meetings on September 21 through September 23 with State Representative Carolyn Comitta, John Lawrence and Senator Tom Killion. Directors from various system libraries met with the representatives. The response about funding from the representatives varied.
- Nicole is working on virtual fundraisers with Tredyffrin, Honey Brook, Phoenixville and is working on the Chester County Library annual appeal
- Carolyn Comitta was presented with PaLA's award on October 15th.

System Advisory Council Report

- There was an Executive meeting to discuss ideas such as Crisis Management and other ideas.
- David Belanger will be attending the SAC meeting in January to talk about municipal funding.

Visitor Comments - None

The meeting was adjourned at 9:40 AM.

Approved:
 Kathleen Pearse
 Secretary
 November 17, 2020