



West Chester Public Library
415 N Church Street
West Chester, PA 19380
610-696-1721

Minutes

Of the August 16, 2021 meeting of the Board of Trustees of the West Chester Public Library.

Board Attendance: A. Rayburn-Pizzica, M. Brooks, H. Wessling, R. Kagan, T. Facciolli, S. Lavin, F. Maddox, S. McDonald, M. Cooper, K. Rotkar, D. Enea

Guests: No guests.

Staff Attendance: V. Dow, H. Siegele-Plattner & C. Quinn

On Monday, August 16, 2021, *M. Brooks, President, called the meeting to order at 7:02 pm.*

Consent Agenda: After some minor edits, F. Maddox made a motion to approve the Consent Agenda and put it on file. K. Rotkar seconded. The Consent Agenda was approved and put on file.

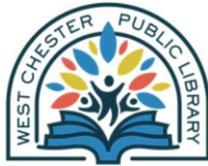
Treasurer's Report: H. Wessling provided updates on the report. S. McDonald made a motion to accept the Treasurer's Report and put it on file. R. Kagan seconded. The Treasurer's Report was accepted and put on file.

President's Report: The Executive Committee met on July 23 and 26 to discuss an incident report filed by a library staff member regarding an incident at the library. The full board met in Executive Session by conference call on August 2 to discuss the same incident report and agreed with the Executive Committee's recommendation to ban the customer named in the incident report.

The Executive Committee approved closing the library on August 18 while the fire alarm system was tested as well as the elimination of DVD fees beginning August 1, per Victoria's recommendation to move the WCPL date (previously approved by the full Board) up one month to keep it in line with the Chester County Library.

The August 6 trivia event was enjoyed by many attendees.

The library is sponsoring an author/speaker event on September 7 at UPTOWN theater: Professor James Kendra, one of the authors of *American Dunkirk: The Waterborne Evacuation of Manhattan on 9/11*, will speak about that operation.



Victoria is working to schedule the annual library presentation at township meetings in our service area and the borough. Thank you in advance to the Board members who will be attending those.

Committee and Development Reports:

Governance: D. Enea shared that the committee is still working on the onboarding manual for new trustees.

Community: S. McDonald provided updates regarding work toward adding new story times in multiple languages – including Spanish and Mandarin. There is also a volunteer looking to create multicultural video content for the library and some plans and ideas in place for diversifying the signage and artwork inside the library.

Development: C. Quinn provided updates on recent events – including the August 6th Happy Hour (The event was a success! *We are looking for a new host!*) and HHT (sponsorships are going well). Annual appeal is lower than usual with a letter set to go out in September. There has been communication with Betsy Beaugard regarding kitchen tours/tastings – a possible new event!

Finance: Meeting Friday to begin budgeting process.

Personnel: No updates.

Building: No updates.

Strategic Planning: Meeting next week – Strategic Planning conversations will begin with full board in September.

Parking: The curbs have been re-painted for parking zones, no other updates.

Old Business: Looking at cleaning/organizing the library and potentially having a professional organizer to come in and assist with the circulation desk.

New Business: V. Dow provided a SAC update regarding the funding formula – as well as state funding and how that could be disseminated among member libraries.

Conversations around updating masking requirements ensued. R. Kagan made a motion that we require masks in the library beginning on Thursday, August 19, 2021. H. Wessling seconded. The motion was approved.



R. Kagan made the motion to approve closing the library on August 18, 2021. F. Maddox seconded. The motion was approved.

M. Cooper made the motion to move removal of DVD rental fee to August 1, 2021. K. Rotkar seconded. The motion was approved.

R. Kagan made a motion to adjourn at 7:37 PM and M. Cooper seconded. The meeting was adjourned.