



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

**Minutes**

Of the October 17, 2022, meeting of the Board of Trustees of the West Chester Public Library.

**Board Attendance:** (“x” present for meeting, virtually or in person)

X	Brooks
X	Enea
X	Faccioli
	Cooper
X	Hazley
X	Kagan
X	Maddox
X	McDonald
X	Nelson
X	Rayburn-Pizzica
X	Rotkar
	Wessling
X	Andrea Moore

**Guests:** None

**Staff Attendance:** (“x” present for meeting, virtually or in person)

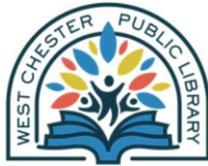
X	Dow
X	Seigele
X	Quinn

*On Monday, October 17, 2022, M. Brooks, President, called the meeting to order at 7:05PM*

**Consent Agenda:** Nelson made a motion to approve the Consent Agenda and put it on file. Faccioli seconded. The Consent Agenda was approved and put on file.

**Treasurer’s Report:** Rotkar provided that there are some matters that need to be addressed by the treasurer. Will address budget in November, as well as September and October reports.

**President’s Report:** Brooks reported that the executive committee meeting did not occur in September. The Oktoberfest was a very successful event.



### **Committee and Development Reports:**

**Governance:** Enea provided that Governance will address bylaws in New Business and hope that they will be approved to allow for regular updates of the Board Manual.

**Community:** McDonald provided updates. Community Committee would like approval to purchase ten prints and frames for them. Nelson moved to approve the purchase of prints and frames for up to \$1000 once received for the purchase of these pictures. Rotgar seconded.

**Development:** Quinn circulated a development report. No updates on the annual appeal, thank you to Board Members for signing letters. Nelson provide updates on the Next 150 Campaign. Hard copies of brochures will arrive Wednesday, will receive 250 hard copies and all board members will have a PDF as well. Prospect list for silent launch is attached, each Board Member should come up with 2-3 more to approach as the silent launch begins, and determine any connections to the prospect list. Ideally all commitments would be in by end of June, although may continue to solicit donations. Executive committee will examine naming opportunities. Website will announce campaign 2023. Donor reception at the library towards the beginning of the year is a possibility. HHT volunteer party is this Thursday.

**Finance:** Rotgar provided that the committee met for budget discussion.

**Personnel:** Kagan provided that a number of remote work requests were received and approved.

**Building:** Hazley provided that committee reached out to Borough to discuss funding for the lights in the building. The Building Committee and the Library will continue to email about that. Community Foundation grant for that funding needs to be completed. Raised question of whether borough can provide a no smoking sign for the patio or garden.

**Strategic Planning:** No updates.

**Parking:** Hazley provided that Brooks has a good email of succinct parking information. Borough Parking Committee provided that opposite the library is a loading zone which is not intended for any particular business. Dow will update the website to demonstrate the loading zone and suggested parking, consider a sign on the desk, consider placing on social media, consider on the holds email, and educate staff that a loading zone exists.

**Old Business:** Space planning update: no updates. Next150 is covered above. Brooks provided municipality updates: Dow approached East Bradford regarding increased funding per capita, made a direct ask, they made no commitment for 2023. IRS 990 was reviewed at last meeting, it was in Dropbox and sent directly via email. McDonald moved to approve 990, Faccioli seconded.



**New Business:** 2023 Budget is in for approval. Rotgar provided that personnel cost is up, we want to ensure we can cover that, have provided the increase through projected government income and increased annual appeal. If we do not meet annual appeal goal the increased cost may be problematic, but some items have been built in that are not absolute necessities. Would like to look at cash flow and liquidity each month. Can approve tonight and can revise more specifically monthly if needed. Maddox moved to approve the 2023 Budget, Nelson seconded. Revised bylaws are up for review, presented by Enea, intend to approve in November. People should take the month to read it, ask questions, and email Enea as needed.

*Nelson made a motion to adjourn and Hazley seconded. The meeting was adjourned at 8:22PM.*