

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

Minutes

Of the July 18, 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
	Enea
X	Facciolli
X	Cooper
	Hazley
X	Kagan
X	Maddox
X	McDonald
X	Nelson
X	Rayburn-Pizzica
	Rotkar
X	Wessling

Guests: No guests.

Staff Attendance: ("x" present for meeting, virtually or in person)

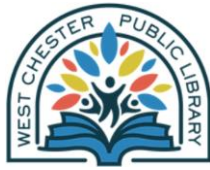
X	Dow
	Seigele
X	Quinn

On Monday, July 18, 2022, M. Brooks, President, called the meeting to order at 7:01PM

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

Treasurer's Report: Wessling reported that the numbers are in line. Desk funds are still under budget but still developing. Annual appeal is largely on target less one large donor that hasn't given this year. Cooper moved to accept the treasurer's report and place on file, Facciolli seconded. Approved and placed on file.

President's Report: Brooks reported a packed and successful trivia night. Executive Committee did meet this month. Began with discussion of proposed bylaw. Executive committee will address



those on-going. Discussed space planning particularly staff finding time to devote to that long-term project. Discussed that Wessling would like to step down as treasurer and Rotkar is willing to step up, composition of the finance committee will continue.

Committee and Development Reports:

Governance: No updates.

Community: No updates.

Development: Nelson provided updates. Development committee has come up with an Oktoberfest theme for the party for AARP grant, tentatively scheduled for September 30. 150th design of materials is not yet finalized. Board members should begin making pledges by Sept 1 so that with quiet phase announcement can assert full board participation. Quiet phase is intended to go through end of year and then formal launch by end of January. Quiet phase is intended to go after anyone we think is a good prospect, not just large donors. Email your pledge to Clare. Unclear how annual appeal will look during this time. Please make changes to the board prospect list on the excel sheet on Dropbox.

Finance: No updates.

Personnel: Kagan explained that personnel committee responsibilities. Personnel is present to support and guide director when she needs for personnel, and assists with hiring director and development director.

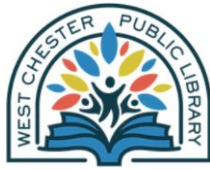
Building: Brooks provided that there is nothing new to report, the lighting quote work is still outstanding. One quote arrived and is roughly \$26,000. American Rescue Plan money is still being thought of for this.

Strategic Planning: No updates.

Parking: No updates.

Old Business: Space planning update from Dow, states that main floor is done, will be talking to planner about lower level, how to evaluate collections and reworked to work with redesign plan. Have found a place that will take the discards for pennies. Will talk to staff about children's maybe in August.

New Business: Rayburn-Pizzica provided updates on Strategic Plan. Would like to get all feedback and be able to get the draft ready for approval in August. Strategic Plan is in Dropbox. Would like to make this a rolling plan, this is a living document.



Under community engagement: grow and expand literacy outreach, feedback from staff is that they are at capacity as far as literacy outreach. Consider whether has this been fulfilled.

Concept of library embassy: establish stronger partnerships with social service agencies to bring in their clients. Could community committee make that initial outreach. Create a fact sheet, ask if they would like to be added to the regular flyer handouts, would anyone there like to come and get support on any specific item. Community committee can ask staff for a set of boilerplate, what organization to contact and then follow-up two times per month. What agencies are in the actual service area. Work with staff to identify what event might be good for the consumers in the agency's offerings. Community committee will work on that.

Customer Satisfaction/Experience: parking continues to be problematic, develop and share a parking map and place on the website.

Space redesign: A new item for the plan. Two metrics: receive input from staff for children's level and LL by October 31, 2022. Develop scope, timeline by December 31, 2022. Rec estimates for all work by March 31, 2023.

Knowledge and inspiration: Victoria and team at library would like us to regularly assess programming. Will discuss programming as a whole and as a board as a part of the agenda 2-3x per year. Consider putting a sign up for an idea generator.

Capacity building: Build financial reserves is measured by beginning and completing sustainability campaign in 2028.

Brooks raised that two township meetings need to be attended. Westtown Mon Aug 1, 2022 Rayburn-Pizzica will attend, at 7:30, and West Goshen Tues Aug 2, 2022 at 6:00pm, need a volunteer.

Wessling made a motion to adjourn and Rayburn-Pizzica seconded. The meeting was adjourned at 8:12PM.