

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

Minutes

Of the February 13, 2023, 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
X	Cooper
X	Hazley
X	Kagan
	Maddox
X	McDonald
X	Nelson
	Rayburn-Pizzica
X	Dungee
X	Moore

Guests: None

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

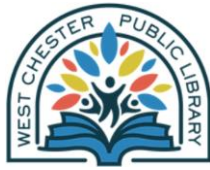
X	Dow
X	Seigele
X	Quinn

On Monday, February 13, 2023, L. Nelson, President, called the meeting to order at 7:04PM

Consent Agenda: Hazley motioned to approve and place on file, Cooper seconded. The January Consent agenda was approved and placed on file.

Treasurer's Report: Dungee motioned to approve and place on file, Brooks seconded. The December Treasurer's report is accepted and placed on file. Motion to accept and place the 2022 end of year report on file, Dungee motioned, Faccioli seconded. Dow notes that the grants are reflected on those reports, as well as the EITC. Expenditures are broken down in third page. The end of year report is accepted and placed on file.

President's Report: Nelson thanks Brooks for her years of service to the Board and as President.



Committee and Development Reports:

Governance: Enea provided all persons a hard copy of the board manual. All Board members have some reading to do. All Board Members must sign and return the conflict of interest policy. All Board Members must do a financial disclosure form and file it with the state of Pennsylvania. Kiran Rotgar has left the Board. Pocopson has a seat then to fill; no action needed from the Board.

Community: McDonald provided updates. Framed posters are hung. Open house to be scheduled. Committee will meet again in February.

Development: Brooks reported that it is time to launch the public phase of the campaign, hope to have logistics for an event end of April. Quinn would like to have a video to demonstrate the library's hopes for this campaign. Will launch on the website, email, etc. February is thank you call month. Each Board Member will call 10-15 donors and use the script to thank the donor. Quinn circulated a development report.

Finance: No other updates.

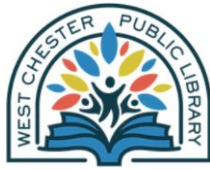
Personnel: No updates.

Building: Hazley provided that the committee hung pictures for the Library last week. Dow had a meeting with Public Works and hope that allows a good understanding of the Borough and the Library.

Strategic Planning: No updates.

Parking: No updates.

Old Business: Space planning update: nothing new. Dow will work on getting quotes for carpet, packing of books, painting, Next150: decision is that Next 150 donations that come in will be segregated and spending will be to a specific Next 150 goal. Next 150 is in a phase where Board Members must work to find people who will donate and should make outreach to their circle of people, including making a beginning on that prior to the next weekend. Approval of Stock: Enea presented a procedure to have the finance committee recommend conversion of the stock to cash to the board and then officers may convert it. Cooper moved to approve the procedure, Moore seconded. Approved. Cooper presented SAC updates- county and state funding allocations discussed, a new slate of officers will be voted on, he will attend the next meeting via zoom.



New Business: Staff raises as provided for in the 2023 budget, 1.5% for fulltime staff and development manager, and increase hourly starting wage to \$13/hour, and commensurate increase for staff of 1.5%. Brooks moves to approve the staff raises for 2023, Faccioli seconded. Approved. Dow circulated the policy required by the federal government for disposal of surplus materials given by grants. Dungee moved to approve that policy, Cooper seconded. Approved by the Board, Hazley left prior to vote. 2022 Annual Report is drafted and available for Board, it will sent with the State annual report due March 1. The public document will be made available on the website Faccioli motions to approve the annual 2022 report, Moore seconds. All in favor..

Hazely made a motion to adjourn and Moore seconded. The meeting was adjourned at 7:58PM.