



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

Minutes

Of the December 19, 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 |
| X | Cooper |
| | Hazley |
| X | Kagan |
| | Maddox |
| X | McDonald |
| X | Nelson |
| | Rayburn-Pizzica |
| | Rotkar |
| | Wessling |
| X | Andrea Moore |

Guests: None

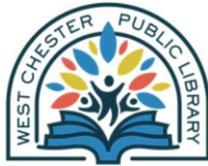
Staff Attendance: (“x” present for meeting, virtually or in person)

| | |
|---|---------|
| X | Dow |
| | Seigele |
| X | Quinn |

On Monday, December 19, 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. Kagan seconded. The Consent Agenda was approved and put on file.

Treasurer’s Report: Dow provided that the September treasurer’s report is complete and distributed. Nelson motioned to adopt, Cooper seconded. The September Treasurer’s report was adopted and placed on file. Dow provided that all is on target, most fundraising for HHT and annual appeal will be deposited in December. Decision was made to stop the WSJ subscription due to costs of all periodicals. Next 150 amounts will be represented on their own lines under special funds. We will be changing CC processors in the new year and will lower CC fees, see those



in May/June 2023. Enea motioned to adopt and place on file, Moore seconded. The November Treasurer's report was placed on file.

President's Report: Brooks reported that Wessling felt it was a true pleasure to serve on the Board. Thank you to all for the assistance with the HHT. Staff and volunteer holiday breakfast was a success and staff appreciates the support from the Board especially with regards to the wage.

Committee and Development Reports:

Governance: Enea provided that there are no updates.

Community: McDonald provided updates. Enea motioned to release the restricted funds to cover costs of frames and posters, Nelson seconded. Community Committee will discuss how to acknowledge all faith and celebrations in the library.

Development: Quinn circulated a development report. Annual appeal is down by about \$12,000. She just sent post cards to try to hit the goal, but feel that it is unlikely at this date. HHT sales were up, around \$36,000. HDT did bring in a little less money but people do like it. 470 tickets were sold for the HHT. Looking for homes in NW and SW quarter. McDonald will be Volunteer coordinator next year. Enea suggested that some of our donors may not feel as thanked as they could, specifically the Women's Exchange. Will send them an annual report and push for Board Members to go to the event on Jan 9. Consider looking at all donors over a certain level (corporate, non-profit, individuals) and consider sending corporate and non-profits handwritten note and an annual report, especially during the campaign.

Finance: No updates.

Personnel: No updates.

Building: No updates.

Strategic Planning: No updates.

Parking: No updates.

Old Business: Space planning update: Children's wish list has been received. It is extensive and needs to be considered. Need a more precise budget for the space refresh. Next150: Three large donations already received and some others promised. Talked about personal thank you notes over a certain amount, needs some thank you notes or that. Talked about doing a happy hour kick-off in the spring. Consider the Barclay grounds and then a walk over to the library to see it. Brochures for Next150 are available. Need all Board members to start actively recruiting people.



New Business: Nominating committee has a slate but would like to wait to present it in January, hope that it will be emailed prior to the next meeting. Schwab account- Dow presented that the account was set to accept stock, and it has been used. Board needs to make a resolution that states clearly what positions will be account- not a name, and determine how the Board makes each decision to sell or transfer. Cooper moves to follow advice of financial adviser Richard May and sell the stock that is in the account now, and that in January Finance Committee to develop a policy that directs operation of the Schwab Account. Kagan seconded.

Cooper made a motion to adjourn and Faccioli seconded. The meeting was adjourned at 8:21PM.