



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

Minutes

Of the June 20, 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	Facciolli
X	Cooper
X	Hazley
X	Kagan
	Maddox
X	McDonald
X	Nelson
	Rayburn-Pizzica
X	Rotkar
X	Wessling

Guests: No guests.

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

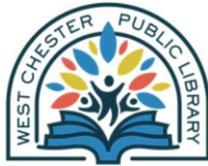
X	Dow
X	Seigele
X	Quinn

On Monday, June 20, 2022, M. Brooks, President, called the meeting to order at 7:02PM

Consent Agenda: Wessling 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 budget is on target, nothing to comment on with regards to cash. Dow reported that savings account is spent on upcoming expenditures through end of July. Facciolli made a motion to approve the Treasurer’s Report and put it on file. Rotgar seconded. The Treasurer’s Report was approved and put on file.

President’s Report: Brooks reported Executive Committee did not meet last month. By email did approve up to \$1000 for fundraising campaign. That will be further discussed.



Committee and Development Reports:

Governance: No updates.

Community: No updates.

Development: Nelson provided updates. Spring annual appeal is slightly behind. Quinn provided that the AARP grant requires we have a 50+ targeted event on Sept 30. Need to have 20 volunteers with 10 of them being 50+. This will be on the patio. Quinn promoted trivia night, in person, 7/8, 6-8pm, on the patio.

Finance: Wessling provided updates regarding the finance committee functions. The committee works closely with director in all financial matters, looks for liquidity and funding. It is helpful to have personnel on the committee to talk about the payroll. Each year do a proposed budget that is submitted to board for approval. Review audited financial statements. This committee does the tax returns. Will also make recommendations on allocations of funds.

Personnel: Kagan provided update that they have provided the review form for the director position.

Building: Dow provided updates, there is a quote for light fixtures to be replaced. Should ask the borough for money for that from the American Rescue Plan. Have a cost per fixture. Board would like to consider how these fixtures would work for the next 150 campaign and if the configuration of lights needs to change. Will contact borough with all costs and request the funds.

Strategic Planning: No updates.

Parking: No updates.

Old Business: Space planning update from Brooks, an informal meeting occurred today with Olivia Cooper. She has assisted with putting together carpet and paint for the first floor. would like to consider how to allocate fundraising. We do have a re-design for basement. Do not have a plan for children's. Would welcome the staff to make a wish list of things for children's. Feel the basement re-design took out too much shelving. Do want to think about the compact shelving. Will take the basic plan from Open the Book to Reed Assoc and discuss that furnishing. Feel that it would be beneficial to fundraising for the 150. Nelson provided updates on 150: retire the mortgage, update the library, and put us in better financial position moving forward. Consider waiting the full five years to re-do the library. Development committee met, did get the Next 150 campaign materials to a certain point. Would like to send the materials to Open Haus to develop them further. Nelson would like approval of the bid at the price of \$1350. Wessling moves to



approve the bid submitted by Open Haus for \$1350, Kagan seconded. Expense was approved by board. Chris Hazley has agreed to co-chair the Next 150 campaign. Quinn did a dump of all donors from 2013 to now, it is in development committee. Ask staff to reduce that list to remove duplicates and also then add the people that have been suggested by board members. Need people to add the names they feel could contribute as well.

New Business: Enea provided information that there is an open position on the board, no one ever submitted resumes to the counsel. If anyone knows anyone who is interested in serving please let Enea, Brook or Dana DiDiminico know.

Dow asks that library be closed on 7/2 (Saturday). Feel that it will be very quiet as a holiday weekend, and do not need to pay any employees for that day. Rotgar moved to close, Facciolli seconded. Motion passed.

Wessling provided update that a document was filed late to IRS in 2020, the extension to file the 990 for 2019. Got a penalty of \$1500, appealed that initial ruling of a penalty due to pandemic forcing the closure of the library. Since then there has been no communication from the IRS. Wessling suggests paying it and sending a certified letter each month asking about the appeal. Wessling motions to approve paying between \$1500-1550 for the penalty that assessed for the failure to file an extension for 2019 tax year. Nelson seconded. Approved by board.

Wessling made a motion to adjourn and Cooper seconded. The meeting was adjourned at 8:06PM.