

WEST CHESTER PUBLIC LIBRARY

415 North Church Street

West Chester, PA 19380

610-696-1721

Minutes

Of the Monday, December 21, 2009 meeting of the Board of Trustees

The Board of Trustees of the West Chester Public Library met on Monday, December 21, 2009 in the Meeting Room of the library. Howard Sundwall, President, called the meeting to order at 7:01 pm.

Attendance: Betsy Beaugard, Victoria Dow, Phyllis Dunn, Tina Faccioli, Clay Henry, Richard May, Howard Sundwall, Cathy Wilson, Susan Woodward.

Announcements:

H. Sundwall announced that West Chester Borough Council appointed two new board members: Fred Gusz and Courtney Stoll. Both are residents of West Chester. They will attend the January meeting in 2010.

Minutes:

The Board reviewed and accepted the amended minutes (a small wording error was corrected) of November 16, 2009.

Treasurer's Report:

C. Henry reported that the library has received two restricted grants. One was from Claneil for part of the salary for the Teen Program Coordinator. The other was from Best Buy to use for teen programs and equipment.

Other items of the budget remain restricted but within the previous planned parameters.

Director's Report:

V. Dow reported that circulation has gone up about 6 % from last year. She also noted the Reino's has won a national award for graphic design for excellence in design and communication for the tagline, website, and print materials they have prepared for the Literacy Heroes in 2009.

Committee Reports:

Fund Raising:

Annual Appeal Update:

V. Dow reported that the annual appeal will probably result in about \$19,000.00 and for the entire year all fund raising reached about \$90,000.00.

Literacy Heroes Breakfast:

V. Dow reminded all the nominations are due for the categories of the Literacy Heroes by January 15, 2010. Nominations are welcome with attached documents on the web site or documents can be dropped off at the library. This year there is a new category of hero – Military which can include those serving both abroad and home side.

Old Business:

Development Officer Search:

H. Sundwall reported that at this time the search is still ongoing. Megan Bowman will continue working from her new home in Atlanta while the search continues.

West Goshen Update:

C. Wilson and P. Dunn reported that on November 18, 2009 a small group of residents spoke about support for the library to the commissioners at their meeting. Another small group attended and again urged support for the library on December 2, 2009. At both meetings the commissioners thanked residents for their input but did not address their concerns. C. Wilson and P. Dunn will continue to plan dates and ways to talk with the commissioners in the 2010.

Policies:

Fees:

V. Dow provided a schedule of the various fees charged at the library and most are consistent with other system libraries. The schedule will be placed with the policy.

After discussion of the rates charged for the use of the meeting room, R. May made the motion that the rates for the meeting room be raised from \$35.00 to \$40.00 for nonprofit organizations and \$75.00 to \$80.00 for profit organizations in 2010. C. Henry seconded the motion. The motion was approved by the board.

Mandated Child Abuse Reporter:

V. Dow explained that this policy now includes a reporting tool page. The staff will be trained again in the policy and the procedures to be followed. C. Wilson made the motion to approve the policy as presented. S. Woodard seconded the motion. The board approved the motion.

New Business:

Loan Payments Authorization:

V. Dow and C. Henry explained the one of the loan payments is not automatic from the bank accounts to Legg Mason. C. Henry made the motion that V. Dow have a letter on record authorizing her to initiate, on a quarterly basis, the required amount to pay the loan at Legg Mason. R. May seconded the motion. The board approved the motion.

Nominations:

H. Sundwall appointed the nominations committee of R. May as chair with B. Beaugard and C. Wilson to prepare a slate of officers (President, Vice President, Treasurer, Secretary, and SAC representative) to present to the board at the January 2010 meeting.

Board membership:

After discussion among the board, H. Sundwall is planning to speak to West Chester Borough Council about expanding the board of Trustees to range from 9 to 13 members in the future.

Adjournment:

The meeting was adjourned at 8:22 pm to reconvene on Thursday, January 21, 2010 at 7:00 pm in the Meeting Room of the West Chester Public Library.

Respectively submitted,

Tina Faccioli, Board Secretary