

WEST CHESTER PUBLIC LIBRARY  
415 North Church Street  
West Chester, PA 19380  
610-696-1721

**Minutes**

Of the Monday, October 19, 2009 meeting of the Board of Trustees

The Board of Trustees of the West Chester Public Library met on Monday, October 19, 2009 in the Meeting Room of the library. Howard Sundwall, President, called the meeting to order at 7:02 pm.

Attendance: Betsy Beaugard, Pete Dalton, Victoria Dow, Phyllis Dunn, Tina Facciolli, Richard May, Howard Sundwall, Cathy Wilson, Susan Woodward.

Minutes:

The Board reviewed and accepted the minutes of September 21, 2009. Thanks were given to R. May for preparing the minutes.

Treasurer's Report:

V. Dow presented the report in the absence of Clay Henry. She noted that expenditures and revenue were on target as budgeted at the present.

For the Literacy Heroes Breakfast Longwood Gardens has asked for ½ the catering costs and room deposit at this time.

The fire alarm system within the library is being looked at for possible inclusion within the West Chester borough system sometime in the future.

Five year pledges for the renovation of the library are to be finalized this year. They will be checked to see if they will be completing their final payment installments.

President's Report:

H. Sundwall reported that he and V. Dow had attended the Council of Governments and presented to the organization about library funding and urged all to contribute. Those attending had suggestions for other ways for the library to increase their funding but none made commitments from their township.

They also attended the Thornbury Township meeting and the commissioners have pledged that the library will receive \$3000.00 for this year.

He noted that recently West Goshen Township and their relationship with the library have received lots of press in the Daily Local news. He thanked C. Wilson and P. Dunn for taking on the project of bringing library funding to the attention again of the commissioners and township residents. P. Dunn will be attending the next township meeting on Oct. 21, 2009 to again request that the township support the library and C. Wilson and P. Dunn will continue to co-ordinate having a larger group of residents attend a meeting to increase library support. H. Sundwall reported that he had left voice mail for Commissioner White to discuss library funding.

At this time, H. Sundwall had to leave the meeting and B. Beaugard continued as acting President.

Director's Report:

V. Dow reported that the Children's department has sponsored a gardening club during the month. T. Connor has visited all the high schools in West Chester and signed up many new holders for library cards. The teen group also enjoyed a workshop on piñatas.

A new volunteer has become a part time employee and is currently working on her MLS.

Staff Development Day was well attended and they enjoyed hearing a national speaker about current trends in library usage.

#### Committee Reports:

##### Fund Raising:

###### Annual Appeal:

V. Dow reported that the letters have gone out and some donations are already arriving. 150 of the letters were personalized this year.

##### Trustees' Retreat:

B. Beaugard reported that the retreat on October 6, 2009 featured a presentation by the Nonprofit Finance Fund and that they met individually with each library to suggest ways each library could optimize their funding. They recommended having 6 months of an operational reserve. H. Sundwall also presented to the group about approaching township boards about funding.

#### Old Business:

##### Development Officer:

V. Dow, H. Sundwall, P. Dunn and Megan Bowman will be interviewing four to five possible candidates to narrow down the final selection. Any questions important to the interview process should be sent to V. Dow.

##### E-Tapestry:

Discussion on the feature to identify future donors was tabled.

##### Budget 2010:

V. Dow reported that the state budget has been completed and it will not go through the Chester County formula which needs to be updated to balance the needs of all the Chester County libraries. SAC is working on this to be completed by November 2009 so still have not yet finalized the 2010 budget.

#### New Business:

There was none at this time.

#### Adjournment:

The meeting was adjourned at 8:27 pm to reconvene on Monday, November 16, 2009 at 7:00 pm in the Meeting Room of the West Chester Public Library.

Respectfully submitted,  
Tina Faccioli, Board Secretary