

**WEST CHESTER PUBLIC LIBRARY**

415 North Church Street  
West Chester, PA 19380  
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**Minutes**

Of the Monday, May 16, 2011 meeting of the Board of Trustees

The Board of Trustees of the West Chester Public Library met on Monday, May 16, 2011 in the Meeting Room of the library. Howard Sundwall, President, called the meeting to order at 7:00 pm.

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

Congratulations were announced to Courtney Stoll who had baby Asher James on May 14, 2011.

Minutes:

There was a correction to the Minutes of April 18, 2011. Megan Bowman stayed in West Chester on April 9 to attend the debriefing session. The Board approved the minutes with the correction.

Treasurer's Report:

C. Henry reported on the expenses and income of the month ending on April 30, 2011. He noted that the budget is slightly over in fundraising because of the in-kind donations for the Literacy Heroes Breakfast. He also noted that West Goshen had not yet made their donation to the budget. There was discussion on where special fund gifts should appear in the line item accounting.

President's Report:

H. Sundwall spoke on the Community Conversation of the West Chester Vision at West Chester University in Sykes Hall. R. May, D. Kletzien, T. Facciolli plan to attend. Hopefully the library will be included as a part of this planning.

Director's Report:

V. Dow described the Princess Tea which was very successful. A book drive by PNC Bank provided the library with some gently used children and teen books. The Teens had prepared a special book mark for patrons to celebrate National Poetry Week. She noted that circulation had gone up very slightly. She also attended the borough council's Parks and Recreation Committee meeting and proved information about the Literacy Heroes Breakfast and the annual report, which is included with the minutes. The library now provides a web based site through the Chester County System that provides skills through practice tests for all types of testing.

Committee Reports:

Fund Raising:

Holiday House Tour:

P. Dunn has sent a letter to all tour participants to describe more details about the tour. The tour will include homes around Marshall Square Park and on the east side of High Street. A letter will be sent to prospective sponsors on May 23, 2011. A general time line has been set up to continue with the planning of the event.

Literacy Heroes:

H. Sundwall reported that QVC has dropped out of being a sponsor of the event in 2012. R. May has talked to Fulton Bank about sponsoring a financial literacy hero in the future.

SAC:

B. Beaugard reported that the Advisory Board of the System Council is reviewing the membership agreement. There has been no word on the search for a new director of the system.

Old Business:

Strategic Plan:

Discussion was tabled until June but V. Dow will email members a list of the major topics to be discussed in more detail that was prepared at the retreat. Board members should review the list to see which topics they wish to help plan in more detail.

Debt Refinancing:

R. May has had some discussion with LLC members about the debt.

C. Henry is looking for an amortizing loan that would help pay down the debt. A local bank or a nonprofit finance group may be able to provide such a loan which would allow the interest and the principle to be paid down. There is still consideration about paying off the furniture debt which would then allow more funds to pay off the larger debt. There may be several ways to combine portions of the debt to get a better rate. More discussion is needed to reach a decision about how to pay down the debt.

New Business:

Unattended Children Policy:

The current policy is taken from the Chester County Library. There was discussion about the age of children who should be under supervision and the age of those providing supervision. The policy will change to calling the police rather than calling 911 for assistance. After some discussion, more was still needed so the topic was tabled until the June meeting.

Constant Contact:

V. Dow is experimenting with a new way to deliver email and email letters to patrons an internet service, Constant Contact. She is working with a "free" sample at the moment but would like to purchase the rights to the service for future use.

Adjournment: H. Sundwall adjourned the meeting at 8:17 pm to reconvene on Monday, June 20, 2011 at 7:00 pm in the Meeting Room of the West Chester Public Library.

Respectfully Submitted,  
Tina Faccioli  
Board Secretary