

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

Minutes

Of the December 12th, 2024, 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
	Faccioli
X	Hazley
X	Yeomans
X	McDonald
X	Nelson
	Rayburn-Pizzica
X	Dungee
X	Moore
X	Myers
X	Tribuiani
X	Crandell

Guests: Compass Pro Bono – Cindy Reisner.

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

X	Stanton
X	Quinn

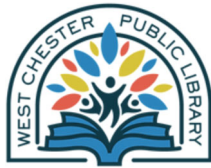
On Monday, February 10th, 2025, Deborah Enea, President, called the meeting to order at 7:01 PM

Consent Agenda: Review and adoption of consent agenda, including minutes of January, Director’s Report and Development Report, Yeoman motioned to approve, McDonald seconded. Consent agenda approved and adopted.

Treasurer’s Report: See Finance Report.

President’s Report: President’s report has been submitted and is on file in the Dropbox. Enea requested that Committee chairs take minutes of their meetings and upload them to Dropbox. These will then be approved as part of the consent agenda. Proposals or resolutions for the full board will be reviewed by the Executive Committee prior to the Board meeting. Myers suggested that minutes be submitted the Friday prior to the full board meeting.

Committee and Development Reports:



Governance: Welcome to Norman Crandell. Conflict of Interest Policy signatures were collected from board members in attendance.

Community: Community Committee met on 2/4/2025. They conducted a walk-through of the building and created a list of 79 hard signs in the building. Moore shared an example of the new 3-D printed signs that will be displayed in place of those existing signs. The goal is to have English, Spanish and Braille on the signs for community members that will assist in wayfinding and direction. Also discussed some ways to reshelve books on the bottom shelves to make them more accessible for patrons.

Development: In addition to the Development Report, the group discussed the Next150. Several members attended the Development Roundtable of the Chester County Library System. The Development Committee is also working on creating a Strategic Development Plan. Additionally, the Committee discussed the library's presence at Porch Fest and will follow-up with emails to plan the event.

Finance: Yeomans recommends that the Board approve the Financial Reports for 2024. Dungee seconded.

Personnel: No updates.

Building: Hazley provided that the Building Committee met to discuss the current priorities related to the building. Discussed potential projects that could be completed as part of the Lowe's Grant. McDonald has drafted two 250-word paragraphs for submission to improve all three bathrooms in the library. The proposal would be to do all three bathrooms at once and require that the library be closed for a month.

Strategic Planning: No updates.

Old Business: Quinn will be distributing call sheets for Board members to contact patrons who donated more than \$100 in 2024.

New Business: Enea reported that the library will need to be closed to the public on May 20th and November 4th but stay open as a polling place. Nelson moved. McDonald seconded.

The Finance Committee discovered that the mortgage payment has been being paid from the Next150 Fund. There had been an approved motion in 2024 for additional principal payments to be paid from the Next150 account, but not the entire mortgage. The mortgage expense should have been included in the Operating Budget as an ongoing expense. It was not included in either the 2024 or 2025 budget. The Finance Committee and Stanton will need to look at the 2025 Budget to see how the Board will meet the existing shortfall and develop an amended budget for 2025.

Enea released library staff members from the meeting. The Board then reviewed the input from board members as requested by Enea in the previous month regarding critical issues facing the library, and what the board and each subcommittee can do to address them. Robust discussion ensued centered on the library's mission and vision, the Next150 campaign and its charter, and board member roles and responsibilities.

Hazley made a motion to adjourn and Dungee seconded. The meeting was adjourned at 8:35 PM.