

Chester County Library Board Minutes

July 16, 2020

Present: Ron Elder, Dorothy Davis, Genny Carter (regional library), Melinda Carroll, Beverly Morton, Sara Knoell

Ron called the meeting to order.

May 27, 2020 minutes were read and approved.

Old Business:

1. Director advised and presented materials showing that the county office has made a reserve for Clayton-McAdams and Building Fund Reserves.

New Business:

1. Director advised that Eryn Tolley is expecting a child and would like to have a maternity option available so that she can come back to the library. It was agreed that Eryn can have up to three months of unpaid time for maternity leave. Savannah will work out schedule so that there are no gaps in coverage.
2. Director presented job descriptions for each staff member and the board agreed the job descriptions were appropriate to keep on file.
3. The FY2021 maintenance of effort was discussed. Savannah will work with county and city to get the document signed before the October 1, 2020 deadline. If the budget gets cut in December, the library will apply for a waiver at that time.
4. It was discussed whether or whether not the library should require masks at this time. The board did vote to require masks due to the high amount of touched surfaces in the library, different backgrounds of patrons, and recommendation from county mayor to wear masks.
5. The disaster policy was discussed and determined that it is up to date.
6. The by-laws for trustees were discussed and determined that they are up to date. During this discussion, it became apparent that several board members did not have their terms renewed in July 2019. Savannah will take those names to the county commission meeting in September 2020 to be voted on renewing their terms. It was also discussed that closer to time of end of terms, the board may want to stagger board members leaving.
7. Lack of a title vi policy was discussed. It was decided that Savannah will attend a webinar and prepare a policy for approval at the next board meeting.

Director presented circulation report and it was discussed that Johnny Farris can be contacted for more wipes and face masks if needed.

Regional library report was presented by Genny Carter.

Meeting Adjourned.