

Chester County Library Board Minutes

March 18, 2021

Present: Ron Elder, Rosemary McKnight, Melinda Carrol, Jean Smith, Genny Carter (Regional Library Director), Savannah Gilbert (Library Director) ***Meeting was held virtually but was made available to the public per Sunshine Law***

Ron Elder called the meeting to order. November 19, 2020 minutes were read and approved by Melinda Carroll and seconded by Jean Smith.

Old Business:

- a. The library director gave an update about the Southwest Electric Community for Change Grant that was awarded in January 2021. Director gave a listing of titles that were purchased for a large print juvenile collection and will send a picture of the back storage room that has been organized with the new filing cabinets from the grant.
- b. The library director presented an updated computer policy which incorporated clearer distinctions between what is considered one page and two pages, encouraging patrons to fact check, among other changes. Rosemary McKnight moved to approve the new policy and it was seconded by Jean Smith. Board voted and it was unanimous.

New Business:

- a. The library director's salary was brought up. A condition of employment was that upon completion of a Masters Degree in Library Science, the director would receive a raise. The library director achieved said degree in May of 2020 but due to COVID19 budget freezes, was unable to receive said raise. After discussion and evaluation of directors salary and other directors in the state with masters degree, Melinda Carroll moved for the director to receive a 10% raise. Ron Elder added that it should be in addition to any cost of living raises that the county gives to employees as well. Melinda Carroll made a motion and Rosemary McKnight made a motion to approve. A vote was completed and unanimous in favor of the 10% raise. This needs to be taken to the county now.
- b. Regarding the budget, it was established that the current amounts the library is receiving are adequate. The library is waiting for budget information from Judy Bernard with the county. Information should be received by April 15, 2021. The director will contact board members once received.
- c. The director gave a summer reading plan to the board members and it was agreed that hybrid programs are the best method of hosting the summer reading program this year. The director also notified the board of plans to purchase a new screen projector, tablet, and screen to help make hybrid programs a smooth process. The board was in agreement.
- d. The director advised that there was another opportunity for the Southwest Community for Change Grant and plans to apply for the grant to provide book club books for middle school, high school, and jr. high school. The board was in agreement.
- e. Two board members, Ron Elder and Dorothy Davis, have terms ending in 2021. The remainder of the board (with the exception of Rosemary McKnight) have terms ending in 2022. It was discussed that we need two new board members. The director will make

contact with prospective new board members and notify current board of willingness to be on the board. At that point, the director will request new members be approved by the county commission. For the remaining board members, Genny Carter will check to see if there are any extensions available. Most likely, however, the board will need to stagger the upcoming rollofs.

- f. The library director showed board members the items needed to get our technology system up to date. The list was provided by Stacey Landrum at the regional library. Director advised that total cost is around \$2,000 and plans were to use upcoming technology grants and Clayton McAdams funds. The board agreed this would be the best use to accomplish this.

Standards and Policies

- a. It was established that it was time to perform evaluation of the director by board members and staff as well as for the director to evaluate staff. Director is to send staff the form to evaluate the director and instructions to return to library board chairman Ron Elder via email or by sealed envelope by April 15th. The board will meet on April 22nd to complete their evaluation of the director and to compile the staff evaluations of the director to be presented at the May board meeting.
- b. The director presented changes to update the collection development policy so that it more accurately portrays how the collection is developed and weeded. The policy was amended to further specify what goes into selecting materials for purchase based on questions asked by members of the public, updates to the weeding policy based on updated common practices, and to include that donations not put into the collection will be put into the book sale unless requested to be returned by patrons. Board member Jean Smith moved to approve the updated policy and Melinda Carroll seconded. The board voted and it was unanimous to make the changes.

The library directors report was given. The treasurer, Dorothy Davis, was out due to a family emergency but the financial statements for October through January were included in the board meeting packet. The regional library report was presented by Genny Carter.

The meeting was motioned for adjournment by Rosemary McKnight and seconded by Melinda Carroll.