

Chester Springs Library
Board of Trustees Meeting Minutes
November 13, 2018

Present: Board Members, Melissa Geoghegan, Allie Kring, James Dale, Kate Lamb, Cesar Madarang; and Library Director, Nancy Niggel.

Absent: Wendy DiCicco, Sarah Thompson.

Minutes:

1. Call to order
 - The meeting was called to order by Melissa Geoghegan at 6:06pm.
2. Approval of the minutes from October 16, 2018
 - A motion was made by Allie to approve the minutes as submitted. Melissa seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - October's figures are not yet available. No other changes to report.
4. Old Business
 - Received \$1370 from the Appeal Letter. Melissa and Kate will review the "thank you" letter with Nancy.
 - Sale of 3D Printer and map stand is ongoing. Nancy raised the possibility of using the old card catalog for a "seed library", she will investigate further.
 - Also consider a "thank you board" in the library.
5. New Business
 - Joe Sherwood, The Executive Director of CCLS, attended the meeting, and spoke regarding the importance of the Library's ongoing relationships with the community. Also mentioned the possibility of an event at CCLS in January/February to welcome the new legislators in our region.
 - Budget for 2019, agreed to a 2.8% cost of living rise for staff.
 - Budget 2018 agreed that the Director may amend spending within the materials budget for the remaining monies. We will meet our 12% target for this year.
 - "Book sales" in the vestibule are now "donations".
 - We will apply to renew the Library's Bulk Postage Rate in time for the 2019 Appeal Letter.

- iSolutions medical/dental benefit will be renewed for 2019.
- Board Meeting dates for 2019 were agreed, (1/15, 2/12, 3/19, 4/16, 5/21, 6/18, 7/16, 9/17, 10/15, 11/12, 12/17. No meeting in August.)

6. Director's Report

- Door count and computer usage are collected automatically. Stats are recorded manually for program attendance. It appears there was a glitch with the computer statistics, and they may not be accurate for October. Circulation of eMaterials continues to increase.
- Programs: Build a Band will run into December, story times on Wednesday & Friday mornings; crafting continues each Tuesday afternoon until Dec. 4, and then we will take a break until January. We will have a "Shakespeare Line by Line" Program for 5 weeks beginning Jan 6. Drop in crafts will continue, these have proved popular.
- Nancy will continue to attend offsite events to raise the Library's profile.
- We have a volunteer to decorate The Library for the Holidays.
- Nancy surveyed the robotics equipment with a volunteer and will offer "a drop in program" on the weekends.
- Will approach Mrs. Wick at DHS East to provide community service opportunities for High Schoolers.
- Allie will follow up with HYS regarding plans for snow removal this winter. The gutters will be cleaned after Thanksgiving.

7. Adjournment

- The meeting was adjourned at 7:28pm. The next meetings will take place on Tuesday, December 11, 2018, at CSL.

8. An Executive Session was held immediately after the Board Meeting to discuss the appointment of an additional part time staff member.

Respectfully submitted

Kate Lamb

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