

Chester Springs Library

Board of Trustees Meeting Minutes

July 19, 2022

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Kim Marino, Drew Kirschmann, and Library Director Nancy Niggel.

Minutes

1. Call to Order

- The meeting was called to order by Stef at 6:05 pm.

2. Approval of Minutes

- A motion was made by Lorraine to approve the May minutes. Vidhya seconded the motion and the May minutes were approved unanimously. A motion was made by Vidhya to approve the June minutes. Peter seconded the motion and the June minutes were approved unanimously.

3. Treasurer's Report

- CSL is waiting for the tax distribution allocation from West Pikeland Township. Peter reported that CSL has about \$32,000 in cash right now in the Vanguard account that can be liquidated if needed. The Board discussed whether it would be necessary to move funds around if the library does not receive the tax check before December. Peter stated that CSL has sufficient funds to cover expenses for the remainder of 2022. He reported that expenses stabilized in June.

4. Board Items

- Electricity Provider. The Board discussed the increase in the monthly cost of electricity and whether to switch to another provider. Vidhya reported that the current contract is ending, and that CLS was incorrectly identified as a residential property on the utility account. ACTION: Change provider to PECO, correct customer status as non-residential property and update the name on the account as Chester Springs Library.
- HYS/Building Relationship Next Steps. Stef reached out to Steve Cattone at HYS about members of the HYS Board attending one of CSL's meetings, or members of CSL Board attending one of HYS's Board meetings. She has not received a response from him.
- Capitalizing on Physical Space. The Board will contact a designer at Home

Depot about optimum use of the space in the library building. The plan is to do the kitchen and storage upgrades in early Fall.

- Annual Appeal. The Board discussed who should write the appeal email letter and the content of the appeal. A consideration is whether there is value in having the letter from a consistent voice – Nancy or the Board President – versus a letter from a different Board member.
- Stef suggested the appeal emphasize CSL's programming and activities and contribution to the community. The appeal should include Susie's work developing children's programming since she was hired. Kim suggested including an infographic in the appeal. Stef said we could make one of the three appeals an infographic. The Board discussed leaving little signs around the library thanking patrons for the water, the books, the computers, etc., as a reminder of "your donations at work." ACTION: decide who will write the letter and what to emphasize in the appeal.
- Board Training/Meetings. The Board Deep Dive is August 2 from 5-7 pm. Peter attended the CCLS Board meeting on July 19. The District Librarians/SAC meeting is August 9 at 6 pm. Stef will attend the next CCLS Board meeting on August 16 at 8:30 am.

5. Director's Report

- Nancy reported that she received a quote of \$675 to remove the utility sink. She will ask Steve from HYS for a plumbing recommendation. She may need to call an exterminator to investigate the noise over the sink area.
- CSL made ten adult cards and one juvenile card in June.
- Summer Reading. 419 people have participated. Nancy reported that CSL has many prizes, all donated by patrons.
- Science in the Summer had full class attendance on both days. Adult Mahjong is on hold for the rest of the summer. CSL may conduct another adult program in its place.
- CSL will partner with West Pikeland Township on Yoga in the Park from September 3 to October 8.
- Nancy attended the July 12 District Librarians Meeting. Nancy is on the e-material selection committee and the CCL System Staff Development Day committee.
- Stats. CSL's Facebook page had a reach of 5898 (+82.6%) in June. CSL's website had 538 new visitors in June (+71%). Circulation of physical

materials increased 21.7% from May 2022 to June 2022. Circulation of E-materials increased 1.1% from May 2022 to June 20022. Total circulation increased 12.2% from May 2022 to June 2022.

6. Adjournment

- The meeting adjourned at 7:19 pm. The next meeting will be September 20, 2022 at 6 pm in the library.

Respectfully submitted,

Lorraine Capra
July 19, 2022