

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**

**December 15, 2020**

**Present:** Board Members, Melissa Geoghegan, Allie Kring, Dorene Guistwhite, Kate Lamb, Sarah Thompson, James Dale; and Library Director, Nancy Niggel.

**Absent:** Wendy DiCicco

**Minutes:**

1. Call to order
  - The meeting was called to order by Melissa at 6:03pm and was held by Zoom.
2. Approval of the minutes from November 2020
  - A motion was made by Dorene to approve the minutes as submitted. Allie seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
  - Dorene reported that the CCLS financials for November still needs to be completed. However, the balance sheet has "balanced"
  - The 2021 Budget requires amendment. We will receive an additional \$6,774.90 from Chester County, bringing the total to \$21,175.71. A motion was proposed by Kate and seconded by Allie to adopt the revised budget, and it was passed unanimously. Most of the additional funds will go towards staff expenses and materials.
  - The Appeal has had a positive response, \$6,188.24 has been received to date. The Board will again write thank you notes to those who donated \$100, or more.
4. Public Comment
  - There was no public comment.
5. Old Business
  - The contractor is due to begin repairs to the porch at the beginning of January 2021. Melissa will check with the township regarding any necessary permits, including one for the small french drain.
  - Nancy continues to work on the application for the PPP Loan forgiveness. She anticipates that it will be submitted in December.
6. New Business
  - CCLS is applying for more funds from The CARES Act through the State Library. Our share would be \$1,354, it will be used for PPE, cleaning supplies and tech to make programs virtual.
  - The HVAC maintenance is scheduled with Haly for the end of December.

- Door count and physical circulation for November are down from October, and year on year. However, eMaterials are up from November 2019. Total circulation is holding steady. The Library held 22 programs. Curbside pickup is still popular with patrons.
- The present board will vote on the new board at the January 2021 meeting. Melissa, Allie, Kate, and James will be stepping down in January as their terms end.
- We again welcomed Stefanie Anderko, Lorraine Capra, Peter Kim and Vidhya Krishnamoorthy to tonight's meeting as prospective board members.

#### 7. Adjournment

- The meeting was adjourned at 6:40 pm.
- The next meetings will take place Tuesday, January 19, 2021 at 6pm by Zoom.

Respectfully submitted

Kate Lamb

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