CSL BoT Minutes

Tuesday, June 16, 2026, 6pm, Henrietta Hankin Community Room

1. Call to Order-Kim
   Present: CSL BoT: Kim Marino. Caroline Perry, Peter Kim, Kim Grandizio, Janet Spaventa, David Payne. Library personnel: Nancy Niggel, CSL Director; Joe Sherwood, CCLS Executive Director. Absent. Beth Madarang

   Minutes: Caroline; Timekeeper: Janet, Rabbit Hole monitor: David
2. Treasurer's Report-Peter
   a. Current Financials: Balance and Income Statement – Income for the month was limited to an insurance check (recorded as "funds received").
   b. Expenses for May: primarily personnel and general insurance in line with recent months.
   c. Balance sheet: the library holds cash in TD Bank, however with renovation costs Peter has submitted paperwork to link with the Vanguard account to allow overnight transfers.
   d. The library may use up to 30% of its cash cushion for general expenses, cleanup, construction, and unplanned needs. The endowment remains in good shape
3. Item for Vote-Approved unanimously.
   a. May Meeting Minutes
4. Director's Report/General Updates (Nancy, 20 min)
   a. Preview Event: Neighboring Library Staff and BOT -Nancy proposed a pre-opening preview of the renovated space for staff from other CC libraries The preview would also help newer staff (including the future part-time hire) acclimate to the environment and patron flow. Board members present agreed
   b. Narratives and Stats –
      i. Staff development: Morgan is traveling to Cincinnati for the IMLS "250" conference (all expenses paid by IMLS) and has been accepted into an online Master's in Library Science program.
      ii. Outreach: staff attended the May legislative breakfast.
      iii. Summer Reading: Morgan is planning multiple cheerleading-themed programs around the 250th/American theme. The library has rented a Revolutionary Era trunk from the Chester County Historical Society; program details will be finalized once contents are known. Nancy plans a July birthday event for Morgan if space is available. Summer reading information and prizes are already posted on the website.
      iv. Off-site programming: Nancy is considering restarting story times, likely first approaching Montgomery School (which has an appropriate library space)
      v. Instagram: ~800 followers, 461 views, 20 interactions, and 30 profile visits over the last tracked period. Posts about summer reading, a revamped blog ("As the Page Turns"), and new staff (Morgan) have improved performance.
      vi. Circulation: overall stats are similar to prior months
5. Board Items

a. President items
    i. Bob Longley: Explained in more detail the value of Umbrella Insurance and Lease Language which included:
        1. waiver of subrogation
        2. liability for any damages
    ii. Notice of Default- See separate correspondence and follow up with attorney Doug Hume
    iii. 2026 Board Master Calendar Review deferred until next BoT meeting
    iv. BOT Survey – all in attendance handed in complete forms

6. Committee Updates
    a. Facility Committee Update: 10 min
        i. EMAP-Peter Draft Emergency Action Plan was shared. BoT members to review and comment for discussion at the next meeting.
        ii. It was noted that HYS should have an emergency evacuation plan and the library should harmonize with that plan.
    b. Employment Policy- Discussion deferred until next BoT meeting .
    c. Personnel Committee Update:
        i. Update: P/T Position- Hiring: Anna Valle has accepted a full time position so withdrew. Three candidates remain interested; Nancy and the team will revisit once the renovation scope of work and opening timing are clearer
7. Additional items:
    a. The board agreed to hold a meeting in July due to:
        i. Anticipated active construction or move in planning.
        ii. Need to manage the HYS notice of default and related legal/insurance steps.
    b. Succession: Kim reminded the board she intends to resign as president at the end of December and succession planning is an area that needs work. Peter also noted that he will step down at year-end.
    c. Janet reported on a recent West Pikeland Township Board of Supervisors meeting where township police facility options were discussed, including a concept that could eventually co-locate a new police building, community uses, and potentially the library and even the post office. No decisions were made, but the discussion reinforced that multiple stakeholders are considering future civic space configurations that may affect the library.

Adjournment: At 7.30pm

Next Board of Trustees Meeting: 6PM July 21, 2026, Henrietta Hankin Community Room and
6PM August 18, 2026, Henrietta Hankin Community Room