

Chester Springs Library

Board of Trustees Meeting Minutes

September 20, 2022

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Kim Marino, Drew Kirschmann; and Library Director Nancy Niggel and Joe Sherwood, Executive Director of CCLS.

Minutes

1. Call to Order

- The meeting was called to order by Stef at 6:03 pm.

2. Approval of Minutes

- A motion was made by Kim to approve the July minutes. Vidhya seconded the motion and the July minutes were approved unanimously.

3. Treasurer's Report

- Peter reported that investments and income are positive, with a net income of \$39,952.20. CSL received the check for the library's portion of township taxes. Peter stated that CSL is running ahead of projections.

4. Board Items

- HYS/Building Relationship. Stef received no response from HYS about getting together or attending respective board meetings. Stef will reach out again. The renewal of the lease on the building is a topic that will eventually need to be discussed with HYS. The HYS 300 Year celebration is Oct 23.
- Kitchenette Status. Stef spoke to the designer from Home Depot about utilizing space and salvaging anything from the renovation. Nancy stated that she will use the space for programs with children. Adult patrons will potentially use the space. The Board looked at proposed cabinet and counter designs in white and brown. There will be more space after the renovation. Stef reported that the cost for the renovation is about \$8500. This is the first large capital expense in a long time. The renovation fits within the budget for a capital expense. Nancy's husband volunteered to do the work. The next step is deciding on the finishes and a few small design changes.
- Appeal Plan. The Board discussed making the annual appeal requests more visual. Nancy made a graphic of the building. Kim will work on an info graphic for the appeal email, and Nancy and Susie will do a follow up. Stef

suggested possible tag lines: “This is possible because of you” “Possible because of our donors.” Other suggestions are to talk about the attendance at kids programming and the number of prizes given out for summer reading. All donors will receive a thank you letter from the Board.

- Logo Adjustment. The Board discussed eliminating the “@ Historic Yellow Springs” line from the logo. The line was included in the logo to distinguish CSL from Henrietta Hankin library, which is also in Chester Springs. Nancy stated that patrons confuse the two libraries. Joe Sherwood noted that the logo has a computer mouse as part of the design. That visual is outdated as more people use phones and tablets. Adjusting the logo will be placed on the agenda for the upcoming meetings.
- Opportunities to advocate for the library include the October 23 HYS 300 Year celebration; the November 11-13 Fine Arts and Craft Show; and the December 9 Holiday Stroll.
- The staff raises will take effect January 1, 2023.

5. Director’s Report

- Nancy reported that spraying by the exterminator set off the fire alarm. A representative of the fire company came to the library to inspect the key box. The picnic table rotted and broke. Nancy and a volunteer removed and disposed of it. Nancy purchased water softener salt for the cellar.
- Nancy received the copy of the SS4 from the IRS to give to CCLS for Susie’s employment.
- Purchasing electricity from PECO began July 26.
- Approximately 650 people participated in summer reading. Susie is planning a Candy Bar Bingo and a Spy program for the end of September. Planned programs for October include a Flower Power Pumpkin program and a Haunted Library program.
- Susie received an OLW camera when she attended a virtual story time webinar. The camera will be used for CSL programming.
- Nancy and Anselma Mill discussed the possibility of programming on the demo days in addition to having the advocacy table on Saturdays at the Mill.
- CSL will partner with the West Pikeland Parks & Recreation Committee for Yoga in the Park on Saturdays, September 3 to October 8.
- Nancy attended the August 9 meetings of the District Librarians and System

Advisory Council. Peter attended the August 9 SAC meeting. Nancy attended the September 13 DLM meeting.

- Nancy attended the CCLS Board meetings on August 16 and September 20.
- Nancy is on the In-Service Day planning committee and the E-materials committee.
- Social media. In July, CSL reached 113 on Instagram and 5,120 on Facebook. In August, CSL reached 174 on Instagram and 7,537 on Facebook.
- Circulation of physical materials increased 6.7% from June 2022 to July 2022. Circulation of E-materials increased 7.3% from June 2022 to July 2022. Total circulation increased 6.9%.
- Circulation of physical materials increased 10.5% from July 2022 to August 2022. Circulation of E-materials increased .5% from July 2022 to August 2022. Total circulation increased 6.3% from July 2022 to August 2022.

6. Adjournment

- The meeting was adjourned at 7:09 pm. The next meeting will be October 18, 2022 at 6 pm.

Respectfully submitted,

Lorraine Capra
September 20, 2022