

Chester Springs Library Board of Trustees  
Minutes  
Wednesday, January 21, 2026  
Baker Room, Chester County Library

**Board of Trustees:** Caroline Perry, Peter Kim, Stef Anderko, Beth Madarang, Janet Spaventa (Via Zoom), David Payne, and Nancy Niggel, Library Director. Absent: Kim Marino

**Call to Order:** The meeting came to order at 6:00pm

**Items for Discussion and Vote:**

The 2026 BoT Officers-Slate to Vote/Begin in February

1. President-TBD
2. Vice President-Caroline
3. Treasurer-TBD
4. Secretary-Beth

**Relocation and Office Space:**

The Board of Trustees discussed a previously planned lease to temporarily move into a different facility (referred to as “the church”). However, repairs to the Yeaworth Building are on schedule so the Board of Trustees unanimously agreed not to proceed with that lease.

As a gesture of goodwill, the Board of Trustees voted to provide a donation to acknowledge the church’s efforts and cooperation during negotiations. They saw this as a beneficial step to maintaining a positive relationship with an organization the library might partner with in the future.

**Budget and Financial Updates:**

The Board of Trustees reviewed an end-of-year financial statement indicating that total expenses exceeded revenue by a small margin, approximately \$1,600. Peter Kim highlighted that despite various disruptions throughout the year, ending near break-even was considered positive. The Board of Trustees noted the organization currently holds around \$635,000 in cumulative balances. This liquidity provides flexibility to handle upcoming operational expenses. Peter also confirmed that stronger-than-anticipated investment income attributed to capital gains and ongoing distributions. Projections for incoming state and local funding in early 2026 were mentioned as an additional positive cash flow.

**Staff and Operations:**

Nancy expressed a desire to hire a full-time staff member prior to opening. The Personnel Committee and Nancy agreed to further define the staffing structure once the renovation completion becomes closer. Discussion occurred around the possibility of offering dental benefits; however, Nancy stated she personally did not want dental coverage at this time. Nancy has dental benefits until the end of January. She would like to wait and see if the full-time person hired would like to have dental benefits, then both could receive those benefits through our insurance broker. She looked into the Penne options, and the library cannot purchase benefits for her, she would need to purchase them. She would like to wait until we

hire. The Board of Trustees agreed to revisit offering a dental option once at least two full-time team members are onboard.

### **Insurance Coverage:**

Nancy confirmed that the Board of Trustees' coverage (i.e., Directors and Officers insurance) was renewed just before the deadline of January 7, 2026 (to expire January 7, 2027). She will coordinate with Longley Insurance regarding obtaining liability coverage for the Yeaworth building and for off-site activities starting in April. The plan is to finalize additional coverage needs as soon as practical. The current building and liability insurance expires April 16, 2026.

### **Policy and Documentation:**

The Board of Trustees affirmed the importance of updating specific governance and policy documents. David volunteered to assist the Policy Review Committee to get better acquainted with operational protocols. Nancy asked to discuss existing guidelines for staff paid time off accrual and to clarify the carry-over or "use it or lose it" approach.

### **Timeline and Future Initiatives:**

Construction on the Yeaworth Building is slated for completion by late February, subject to final external repairs. Once contractors leave the site and a Certificate of Occupancy is secured by HYS, the library will undertake interior preparations before reopening. The Board of Trustees plans to host a reopening event and a donor "thank you" gathering sometime in the spring. The library's carnival, which raises funds for summer reading, may be moved to the spring.

### **Next Steps:**

- 1. Finalize Donation:** Peter Kim will finalize the goodwill donation. Target completion: Mid-February.
- 2. Proceed with Hiring Plans:** Nancy and the Personnel Committee to formalize the hiring post for a full-time position, clarifying salary, benefits eligibility, and job expectations. Target posting: Early February.
- 3. Coordinate Insurance Coverage:** Nancy will begin talks with insurance providers for liability insurance for the Yeaworth Building and off-site activities effective in April; Peter Kim to stay informed on costs. Target completion: Mid-March.
- 4. Revise Policies:** The Policy Review Committee will assess existing PTO and related guidelines for clarity and compliance. Initial review: By next monthly meeting.
- 5. Plan Reopening Event:** The Fundraising Committee will outline scope, timeline, and communication strategy for an official reopening event and bring the proposal forward for discussion with the Board of Trustees. Detailed planning to begin once current renovations near completion and a target date has been identified.
- 6. Technology & Website Updates:** Beth and Janet will collaborate with Nancy toward improving the organization's online presence, focusing on user-friendly navigation and updated content.