

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**October 15, 2024**

**Present:** Board Members Kim Marino, Peter Kim, Stef Anderko, Vidhya Krishnamoorthy, Caroline Perry, Mark Quinlin Library Director Nancy Niggel

**Minutes:**

1. Call to Order
  - a. The meeting was called to order by Kim Marino at 6:04pm
2. Approval of Minutes
  - a. A motion was made to approve the September minutes by Vidhya; the motion was seconded by Mark
  - b. The September minutes were unanimously approved
3. Treasurer's Report
  - a. Will review in November since Peter is away
  - b. Raise set at 3%, unanimously approved
  - c. We discussed having a purchasing level or category that requires Nancy to bring to the board attention- build this into policy this year
  - d. We are the only library that uses TD Bank for our small bank account
    - i. Do we continue with TD Bank, it is somewhat confusing with the account for CCLS and there are concerns with TD as a company
    - ii. Ask Peter what he thinks about using a smaller local bank
4. Board Items
  - a. Lease related items
    - i. HYS Sewer Bill
      1. Same as before
      2. Will continue to bill us, we will continue to pay \$250 until it is resolved and we will determine that resolution in the future
      3. Peter corresponding with HYS
    - ii. Basement Cave In
      1. Asked Mark to be a part of the facilities committee, he agreed

2. Concerned about the general foundation and what type of retaining walls would be needed to shore up the foundation and where would the responsibility lie
  3. Need to review the lease and see if any clarification is needed, especially as we move into the lease renewal process soon
- b. Fundraising Subcommittee
- i. Donor Thank You Reception
    1. Date: Oct 20, 10:30-noon; prior to HYS Town Walk
    2. RSVP outcome, sitting at 50ish
      - a. Nancy is going to contact people who have not RSVPed by phone
    3. GiveAways are magnets, ran out of time on the bags
    4. Raffles, various basket ideas
    5. General goal of the even is networking and creating good will, not a donoration pitch
    6. 2024 Board Photo will be taken before the event
  - ii. Annual Appeal
    1. October 28 will launch with the letter, Caroline completed this already
    2. Print piece will be about 2 weeks later
    3. Nancy has posters printed
    4. Nancy and Sam with author Giving Tuesday email
    5. We can push the campaign during events
- c. Review Action Items Log
5. Directors Report (most items were already noted in their respective board sections)
- a. Library Business / Facilities
    - i. Had Termite Inspection
      1. Termite inspection said that the windows are rotted
      2. Add to list of items for HYS
    - ii. HVAC running great, will get a new contract initiated
    - iii. We do have keys to the front door
    - iv. Will ask fire department regarding capacity
    - v. Nancy will be away Nov 22 - Dec 2
    - vi. End of year items (raise and bonus paperwork) need to be in by Dec. 3

vii. Last month we provided 26 library cards and 3 library cards

viii. Nicole is writing for a grant for AEDs, we will join that

b. Meetings

i. Nancy attended BOS in Sept

ii. Nancy attended the Parks and Rec

1. Recommended the township do a Halloween Parade at a park next year

c. Circulation and Library Statistics

i. Down from August, very typical with school back in session

ii. Higher September to September, which is great

iii. Up overall on the year

iv. A few less program year to year, nothing concerning

v. Nancy is really happy with the stats especially because Sam just started and noted that Rebecca has really stepped into support

6. Final Notes and Adjournment

a. The meeting was adjourned at 7 pm.

b. The next meeting is November 19, 2024 at 7:07pm via Zoom

Respectfully submitted,

Stef Anderko

November 5, 2024