

Chester Springs Library Board of Trustees Meeting Minutes

Aug 15, 2023

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Kim Marino, and Library Director, Nancy Niggel.

Absent: Lorraine Capra, Drew Kirschmann

Minutes

1. Call to Order
 - a. The meeting was called to order by Stef at 6:02 PM.
2. Approval of Minutes
 - a. A motion was made by Peter to approve the minutes. Vidhya seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - a. Peter reported a surplus of cash
 - i. TWP taxes (90K) plus 2 years worth of excess cash in money market (~60K)
 - ii. IPS rule: maintain one year's worth of cash (30K) in money market
 - iii. Peter motioned to invest 30K into the Wellington fund to address the surplus cash; Stef seconded.
 - iv. Projected deficit and anticipated spend is as expected.
 - v. Note: Staff is down one headcount
4. Board Items
 - a. Capitalizing on Physical Space
 - i. Kitchen/Storage Upgrade/Capital Projects
 - a. Completed
 - b. Positives: ample storage space
 - c. **ACTION:** Nancy/Stef to submit kitchen expenses (coded as: Non recurring operating expense) to Agatha by EOY; per Joe Sherman in January/February 2024 it will be pulled into the county annual report when that is generated in March 2024.
 - d. Note: For the state, a capitol expense is when you add new floor space to the building.
 - ii. Picnic Tables: options being evaluated
 - iii. Replace well used plastic book drop-off bin that sits inside the library front door with a more user friendly piece of library furniture. **ACTION:** Nancy to look library companies for options.
 - b. Policies
 - i. Steph to circulate for e-mail approval so that Drew and Lorraine can vote.
 1. Material selection policy
 2. Room use policy
 - ii. Library behavior policy: Nancy has written the policy. Issues discussed:
 1. Whether to post the policy on CSL website and make a few trifold available for distribution.
 2. Who owns/is liable for parking lot—CSL or HYS? **ACTION:** Stef to check lease/discuss w Tim Compton about "area surrounding the building."

Chester Springs Library Board of Trustees Meeting Minutes

Aug 15, 2023

- a. Do we need to include “parking at your own risk?” There is signage for 3 spots dedicated to CSL so Parking Lot is probably responsibility of HYS.
- b. Does HYS ever close the parking lot?
3. “Any form of smoking” would cover vaping.
4. **ACTION:** Personnel Policy and By Laws will be circulated before Sept Board mtg
5. Social Media Policy: **ACTION:** Nancy to draft.
- c. Maintenance
 - i. **ACTION:** Stef to f/u w Tim re: Vendor list in case of emergency repairs.
 - ii. External Book Drop isn’t level and it scrapes the sidewalk. Paver foundation is shifting. **ACTION:** Stef to talk to Tim about tagging on to the contractor assigned to renovate Connie’s House, depending on timing of improvements. Note: HYS submitted sketch plans to West Pikeland TWP. Idea: Bolt book drop to a concrete slab. If time permits, also touch on improvements to CSL back room, which needs secure storage space. Load bearing is uncertain, but questions around load bearing will likely be part of the renovation discussion for Connie’s house as that is a historic building.
 - iii. Fire extinguishers expired in 2020. **ACTION:** Stef to f/u w Tim; Joe Sherman provided name of a local company (SYSTEMS CONNECT or MARKO) that services extinguishers.
 - iv. HVAC system: **ACTION:** Nancy to call Jack Kunkle to discuss costs of annual service contract.
 - v. Décor Budget: Board discussed whether a small amount of money could be set aside for pumpkins in autumn and items for winter holidays.
- d. Partnering with HYS
 - i. October: 301-year celebration of HYS
- e. Fund Raising
 - i. Stef asked for Board members to participate on the Committee for Annual Appeal.
 1. Vidyha, Peter and Kim volunteered.
 - ii. Nancy would like to use the infographic again and a pic of the board.
 1. CSL was the only library in the county to offer Science in the Summer (and Fall)
 - iii. Pam Jenoff event: CSL will purchase 10 books (~145\$) and form a book club similar to last year.
- f. Prospective Board Members
 - i. Stef, Peter and Lorraine are entering the third year of their term.
 - ii. Stef spoke with a person who was a realtor who expressed interest.
 - iii. **ACTION:** Put an ad/request in the Oct newsletters for CSL, HYS and West Pikeland
- g. Training
 - i. **ACTION:** Stef to schedule time in Sept for Nancy’s review
 - ii. **ACTION:** Nancy to discuss open head count with library staff in September.
 1. Hours and responsibilities

Chester Springs Library Board of Trustees Meeting Minutes

Aug 15, 2023

2. Specific skill set vs generalist
 3. Note: Debra's grandson was born, Kris out for dental procedures, Susie graduating in Sept w MLS. Aileen filling in extra hours. Teen volunteers have been very kind and they benefit by learning how to program.
 4. Directors positions open for Spring City, Coatesville and Downingtown
- h. Director's report
- i. June 2023 generally positive (see report for specifics.)
 - ii. PlayDough mornings and Makin Music generate positive attendance.
 - iii. New door counter installed in July
 1. When discussing simplifying the stat report, Joe Sherman emphasized that these stats help you to:
 - a. strategically spend your budget for your customer base
 - b. Recognize if outliers shift to trends
 - c. Visual graphics are more impactful
 - iv. Computer use
 1. Not strategically important for CSL
 2. Wireless printing issue: **ACTION:** JS to send NN login and password so that she can connect.
 - v. Upcoming Programs
 1. Sept 25, Science in the Summer: DASD school closed. CSL will offer half day program
 2. Oct 14, W. Vincent Community Day falls on a solar eclipse
 - a. Solar eclipse glasses giveaway
 3. Disc Golf Course is complete in Pine Creek Park
 - a. **ACTION:** Nancy to secure some frisbees (from township?) and make them available to check out and go play.
 4. Uwchlan Garden Club Kids program will involve Simple Machines (STEM event.) **ACTION:** Nancy to add to Sept Calendar
 5. Break in Storytime programming between end of Summer Reading and Labor Day.
- i. Other:
- i. Aug 27 Grand Opening of Kennett Sq addition (\$22M includes an IMAX auditorium)
 - ii. Other building projects ongoing at: Honeybrook, West Chester and Malvern
- j. Next Board Meeting: Sept 19 via ZOOM.
- k.