

## **Chester Springs Library**

### **Board of Trustees Meeting Minutes**

**November 16, 2021**

**Present:** Board Members Stef Anderko, Peter Kim, Lorraine Capra, Sarah Thompson, Dorene Guistwhite; Library Director Nancy Niggel, and Prospective Board Member Ashton Simmons

**Absent:** Vidhya Krishnamoorthy, Wendy DiCicco

#### **Minutes:**

##### 1. Call to Order

- The meeting was called to order by Stef at 6:05 pm.

##### 2. Approval of Minutes

- A motion was made by Peter to approve the minutes as submitted. Dorene seconded the motion, and the minutes were approved unanimously.

##### 3. Treasurer's Report

- Peter reported that we are under budget. Personnel expenses increased due to the full-time opening of the library. Capital expenditures are planned for next year. The October investment totals reflect market fluctuations.

##### 4. Board Items

- The Board discussed the proposed 2022 budget. An increase to \$12 per hour for three part-time employees was approved. The full-time hours will increase to 37.5, five days per week.
- Nancy will submit price quotes for new cabinets for the kitchenette or program room. Stef reported that the survey conducted in early fall showed that people love the library because of the physical building. We want to use a portion of the budget to enhance the building. The Board will vote on the budget via email. Nancy must submit the budget by December 15.
- Stef reported that the lease on the building ends in 2025, with a right to renew for another 5 years at the current rate. We then have a right to renew a third and fourth time.

- Personnel Policy. The Board discussed changing the hours for full time employees to 37.5 hours per week (5 days), 10-6 with a 30 minute lunch break. The motion to approve the personnel policy was made by Lorraine. Dorene seconded the motion, and it was approved.
- Meeting Room Policy. The Board decided that no fee will be charged to non-profit groups for use of the library meeting room.
- Annual Appeal Update. At the end of the upcoming story times, Stef will speak about contributing to the library. Nancy suggested we do a Facebook Live around giving Tuesday.
- Capital Projects/ Maintenance Management. We sent HYS an email about five items that need attention. Nancy reported that the lamp post by the book drop has a new bulb and is working. Spring plans include power washing and new paint for the building. Former Board Member Kate Lamb and her father-in-law cleared out debris and planted shrubs in the area as you walk into the building.
- Strategic Plan. Discussion of the Strategic Plan was tabled until the December meeting.
- Friends Group. Stef reported that a woman from the focus group may be interested in joining the Friends Group.
- Board Member Terms. Dorene and Wendy will be leaving at the end of this year. We have two vacancies. It is preferable to have seven Board members so we can conduct Board meetings when someone is absent.

#### 5. Director's Report / General Library Updates

- Nancy reported that the refrigerator was delivered on Nov 2. The sales tax-exempt renewal was sent on November 15. She received a new sales tax license. The report on the Libraries Transforming Communities Grant is finished. Nancy sent a copy to West Pikeland Township and to the Environmental Advisory Council. The report will be on the website.
- Amanda Daley won the \$25 gift card for filling out the survey associated with the Strategic Plan.
- Sixteen people participated in the November 16 Mahjong game. Jennifer will lead the November 19 Adult Book discussion. There will be three days of drop-ins to make Thanksgiving table decorations and fall crafts.
- Ariel attended Boscov's Friends Helping Friends Day, and raised \$120

for the library. Nancy attended the November 15 Township Board of Supervisors Meeting, and the November District Librarians Meeting. Peter and Nancy attended the November SAC meeting. Ariel has an advocacy table at the Mill at Anselma. She brings a craft and library program schedule.

- The October social media stats were encouraging. The overall social media reach increased 7.4% from 2020 to 2021. Facebook reach increased 63%. Programming is back to the regular schedule.

#### 6. Adjournment

- The meeting was adjourned at 6:37 pm. The next meeting will be Tuesday, December 21, 2021 at 6 pm via Zoom.

Respectfully submitted,  
Lorraine Capra  
November 16, 2021