

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**October 15, 2019**

**Present:** Board President, Melissa Geoghegan; Board Members, Allie Kring, Kate Lamb, James Dale, Wendy DiCicco; and Library Director, Nancy Niggel.

**Absent:** Cesar Madarang, Sarah Thompson.

**Minutes:**

1. Call to Order
  - The meeting was called to order by Melissa at 6:09 pm.
2. Approval of the minutes from June, July & September 2019
  - A motion was made by Allie to approve the minutes from June, July and September as submitted. Wendy seconded the motion.
3. Treasurer's Report
  - Cesar advised prior to the meeting that we haven't yet received the tax return from Mallie.
4. Old Business
  - We will hold an Executive Session at the end of the regular meeting to discuss the septic system.
5. New Business
  - We discussed moving the board meeting to the 4<sup>th</sup> Tuesday of the month, however, the vote was to keep it on the 3<sup>rd</sup> Tuesday, except when it clashes with a holiday.
  - Library volunteer, Denise Staub has reviewed the data from the library's annual fundraising. Melissa & Kate will meet with her at another time to decide the best way forward for 2019's appeal. We thank Denise for all her work on this project.
  - The Legislators' Breakfast was held at CCLS September 20. Melissa, Kate & Nancy attended. PA and Chester County funding across CCLS will increase this year. We met with State and Congressional Representatives to discuss the Library's progress, we also invited them to attend a program at CSL.
  - Nancy attended the DLM, all branches have been asked to make a 30% increase to the Holds Manager, (eMaterials). CLS will include this in the 2020 Budget.

- CCLS has a new app “Capira”, due December 15<sup>th</sup>, it will replace the existing app.. RB Digital ceased to be offered October 1. Also received a presentation on “Have I been PWNED?”. Concerning attempted hacks to email & protections.
- Melisa & Nancy attended the CCLS Marketing Meeting Sept 24. One major suggestion was an Editorial Calendar for web, fb, Twitter and Instagram. Melissa will work with Aisha to set this up.
- Nancy has been working on the budget for 2020. COLA has not yet been released; it is thought to be ~ 1.6%.

#### 6. Director’s Report

- The Holiday Stroll will be December 13<sup>th</sup>. Story time to be held at 4:30pm.
- The gutters need cleaning out, James has volunteered to look at them.
- CCLS will offer a Trustee Orientation November 2, 9 am - Noon.
- Nancy obtained a quote for a service contract for the AC Unit from Haly at \$259/annum. We will proceed with the contract.
- The Fundraiser at Boscov’s will be October 16. The ACME \$1 bag fundraiser will be held during November.
- The Museum passes will run until May 2020. Nancy will review the usage and decide which ones to renew.

#### 7. Adjournment

- The meeting was adjourned at 7 pm. The next meeting will take place at 6pm, November 12, 2019 at CSL.

8. An Executive Session was held after the regular meeting to discuss The Library’s lease with HYS.

Respectfully submitted

Kate Lamb

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