

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**October 21, 2025**

**Present:** Board Members Kim Marino, Peter Kim, Stef Anderko, Beth Madarang, Caroline Perry, Janet Spaventa

**Absent:** Library Director Nancy Niggel

**Minutes:**

1. Call to Order
  - a. The meeting was called to order by Kim Marino at 6:09
2. Approval of Minutes
  - a. A motion was made by Peter Kim to approve the September minutes and seconded by Caroline Perry
3. Board Member Changes
  - a. Janet Spaventa was voted in as new Board Member
    - i. A motion was made by Kim and Beth seconded the motion; Janet was unanimously voted in as a new board member
  - b. Mark Quinlan was removed earlier this month after he stopped attending or responding to Board-related meetings and communications
    - i. A motion was made by Kim, seconded by Caroline and was voted on unanimously
  - c. David Payne remains interested in a position on the Board and will be joining us in December
  - d. Sean and Missy Galiczynski are interested in learning more about the library Board and planning to attend the next meeting
  - e. We are using business cards made by Nancy to help advertise Board position opportunities; these can be used consistently to keep a ready pipeline of trustees
4. Treasurer's Report
  - a. No official report this month, need to get initial reports from the county
  - b. No concerns, still financially in very strong position, we have cash on hand to make payments for our temporary location and renovation-related needs for the library building
  - c. 2025 Budget spending and system funding formula impacts
    - i. Should work to continue regular budget spending to help keep funding consistent when compared to other CCLS libraries
      1. Our current circulation and door count are not being included for this year's funding allocation, but our total spend will be
      2. Small expenses and large projects (both collection and non-collection expenses) should be considered for action before the end of the year
        - a. Small Examples: Tonieboxes and Tonies, museum passes, book collection upgrades

- b. Large Examples: Indoor Library Drop Bin, Outdoor picnic bench, \$4700 for new collection, Storywalk expenses, painting of church
    - d. Educational Improvement Tax Credit (EITC) option for donations
      - i. Individuals owing PA state taxes can receive a tax credit of up to 90% for donating their taxes to a us
      - ii. Will need to get the details how the library would be an eligible recipient and how to share information with donors about donating in this way
        - 1. Can gather information from how other organizations share; Kennet has documentation we can use as reference
      - iii. Potentially something we could share with select donors late this winter, but also a good tool for if when we embark on a larger capital-building campaign
    - e. Insurance Impacts on Budget
      - i. Our lease drives our insurance policy
        - 1. Kim discussed with our insurance broker at Bill Longley and we might need to have a discussion with HYS about adjusting some language in a lease addendum for best practices to support our new insurance policy
          - a. This can be addressed after we are in our temporary location and the insurance for that
        - 2. Will need a new policy for our temporary location
          - a. This will take priority after we have the lease in hand
        - 3. Kim recommends that with all new leases and policies we have a real estate lawyer review so that we understand our position
          - a. Will start with Susan Boswell to see if she has any contacts or recommendations on this matter
5. Director's Report and Statistics
  - a. Nancy provided reports and Board members are to review the director's report and statistics from Nancy in their own time between meetings
6. Board Items
  - a. Annual Appeal
    - i. Email was sent out Oct 20
      - 1. Donations are already coming in
    - ii. Reminder that Board members need to donate
    - iii. Looking for more locations for physical donation coupons
      - 1. We have some at Kimberton Whole Foods
      - 2. Peter is taking for West Vincent Township
      - 3. Kim dropping at West Pikeland
      - 4. Caroline is taking for business' at the Red Barn
      - 5. Board members took copies for other opportunities
    - iv. Nov 15: Tailgate Event for the Annual Appeal
      - 1. Either 10-11 or 10-12
      - 2. Provide time for patrons to come out and reconnect with library staff

- and trustees and get some general information about the progress on the temporary and long-term plans
- 3. Kim to share talking points after Annual Appeal Committee meets
- 4. Will have apple cider and donates and some type of craft
- 5. Ask Nancy to put it on the library calendar and online CCLS calendar
- v. Final Push on the email should include Board Picture with Nancy
- b. Temporary Location: St. Paul's Church
  - i. Lease should be ready for review within the next week from St. Pauls
  - ii. Contractor, Romaldo, was on site to review what needs to be done
    - 1. Kim to follow-up about the leaks
    - 2. Kim to check in about quote for painting
- c. Long-Term Move back to HYS-Leased Library Building
  - i. HYS process
    - 1. Approved designs from the Township
    - 2. Needs to bid out work and select contractor
    - 3. Needs to get approval from Historical Commission
  - ii. CSL need move library contents
    - 1. Contact a move manager to support this process
      - a. Kim to work with Nancy to ID what needs to come to the library
      - b. Develop a move In plan/assign ballpark dates
      - c. Select movers, cleaners and a storage location
- d. Social Media Policy
  - i. No outstanding comments
  - ii. Will share with board members so Janet can review before voting
  - iii. Will conduct vote via email Virtual Vote for the Social Media Policy
- e. Board Officer Gmail will be set-up for officer transitions in the new year
- f. Storywalk was approved by the township, Peter attended the township meeting
  - i. Everyone seems very positive about the plan
- g. Important Dates
  - i. Board 101, Oct 25 (10AM-noon)
    - 1. Janet and Beth attending
  - ii. CSL Tailgating Event, Nov 15, 10- 11 or 12
  - iii. Day of Giving 12/2
- 7. Adjournment 7:35
  - a. Next Board of Trustees Meeting November 18, 2025 at the Earl Baker Conference Room at CCL

Respectfully submitted,  
 Stef Anderko  
 October 23, 2025