

## **Chester Springs Library**

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

**December 21, 2021**

**Present:** Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Sarah Thompson; Library Director Nancy Niggel and Prospective Board Member Kim Marino.

**Absent:** Wendy DiCicco, Dorene Guistwhite

#### **Minutes:**

##### 1. Call to Order

- The meeting was called to order by Stef at 6:04 pm.

##### 2. Approval of Minute

- A motion was made by Sarah to approve the amended minutes. Peter seconded the motion and the minutes were approved unanimously.

##### 3. Treasurer's Report

- Peter reported that the IPS Document is ready to go. It is loose in terms of structure and provides flexibility for the Board to decide when to use funds and who can draw from the account. It also addresses the Board's responsibility if the need arises to hire outside counsel or an accountant. Stef suggested we vote to approve the IPS Document at the January meeting.
- Peter reported that the balance sheet showed minimal change in the investments. From an income perspective, everything looks good. CSL will have increased personnel expenses next year.

##### 4. Board Items

- Meeting Room Policy. The Board decided to waive a fee to use the Meeting Room. Use of the room should be for nonprofit groups, not for sales. People using the Meeting Room can use the kitchen. There is a refundable security deposit which Nancy can waive if she chooses. Organizations may be required to provide a Certificate of Insurance to use the room. Nancy can waive the insurance certificate if she chooses. The Board discussed charging for materials and supplies. We will discuss the Meeting Room Policy at the January Meeting.

- Friends Update. Stef reported that Amy, who participated in the strategic planning focus group, is interested in organizing the Friends Group. We will start with an event in the spring, a library carnival. The Friends Group will raise money for summer reading. The carnival will have games and prizes with the goal of raising funds. Nancy and Amy will invite people who expressed an interest in joining the Friends Group to attend a Group meeting. Peter will assist the Group in setting up the 501(c) status.
- Building Lease. Ashton Simmons will review the lease on the building.
- Annual Appeal Update. Nancy reported that CSL raised \$6773.15 in the annual appeal. Nancy sent emails to donors for their records. Sarah will send thank you notes to donors.
- Board Members. The positions of President, Vice President, Treasurer and Secretary will be filled in 2022 by the current office holders. Kim Marino has expressed an interest in becoming a Board member. The Board has another open spot.
- Strategic Plan. The Board will work on the Strategic Plan in January. The library staff will be given a questionnaire to fill out to determine their daily challenges and struggles. The Board discussed the library's strengths and weaknesses – welcoming staff, family friendly, quality programming vs. small building, parking / location problems and building upkeep and rental limitations. We discussed the opportunity to interact with the homeschool community, fundraising and programming, and the threats / limitations to the library – concern about the fireplace, lease on the building, lack of storage space and staff changes.

## 5. Director's Report

- Nancy reported that Ariel's last day is January 20. She will attend college full time. Nancy is reviewing applications and has a strong candidate to replace Ariel.
- HYS maintenance repaired loose shingles on the roof over Nancy's office. Ten bags of water softener salt have been purchased and moved to the basement. Nancy obtained an estimate from Home Depot for cabinets for the program room and the kitchen. The budget provides \$5,000 for the cabinets.
- On November 30, CSL received the PA Library Association Bronze Star Library Award recognizing the library's literacy programs.

- The 2022 Budget has been input to the CCLS system awaiting approval. Nancy has received the sales tax-exempt renewal certificate. The library is tax-exempt until December 31, 2026.
- The Libraries Transforming Communities report is complete. The report and video of community conversations is available on the website. Nancy sent the report to Kristine Howard, the Chester County Commissioners and the PA Library Association.
- Nancy attended the December 6 Township Board of Supervisor's meeting and the December 14 Library Directors meeting. Ariel had an advocacy table at the Mill at Anselma on December 11.
- Nancy will send the 2022 Board meeting schedule to the Daily Local News.
- The physical materials circulation decreased 6.3% from October to November 2021. Circulation of E-materials decreased 1.5% from October to November 2021. The door count decreased 18.7% from October 2021 to November 2021. YTD door count increased 49.7%.

#### 6. Adjournment

- The meeting was adjourned at 6:59 pm. The next meeting will be January 18, 2022 at 6:00 pm.

Respectfully submitted,  
Lorraine Capra  
December 21, 2021