

Chester Springs Library
Board of Trustees Meeting Minutes
November 19, 2024

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Vidhya Krishnamoorthy, Caroline Perry, Mark Quinlin Library Director Nancy Niggel

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:08pm
2. Approval of Minutes
 - a. A motion was made to approve the October minutes by Vidhya; the motion was seconded by Peter
 - b. The November minutes were unanimously approved
3. Treasurer's Report
 - a. \$28,000 deficit, but the income from investments covers the planned shortfall, running as expected
 - b. All local government funds are in, just short of \$120,000 for the year
 - i. Taxes are expected to go up which will increase our portion as well
 - c. Investments went slightly down, but still set to make about \$30,000 for the year
 - d. 990 tax return had been filed
 - e. Slight issue with unemployment payout, but an issue on government end. Fee to be paid by the county
 - f. Confirmed that there will be a 3% increase for the staff
4. Reviewed Budget
 - a. Everything is pretty straightforward and consistent with previous years
 - b. As noted in Treasurer's report, taxes will be going up, so that will change the township support
 - c. The estimates for income are based on what we have done in years past
 - d. Medical benefits costs are going up by about 10% (includes Sam and Nancy)
 - i. Board agreed to keep consistent care since Nancy is happy with it, regardless of the increase
 - e. Planned sewer increase will be \$500 per year based on our proposal

- f. We should build in more of a maintenance \$1000, annual maintenance should be expected
 - g. Will look into changing vendors for trash removal, especially paper. AJ Blosenski is very expensive and our use is minimal (check Terracycle, other options?)
 - h. Will include a line for website development of \$2,000 to be decided on this year
 - i. Continue to look at grants for items like online passes
 - j. Not planning to add any additional funds for specific professional development trainings for Nancy
 - k. Looking into more efficient printer with different option based on library usage
 - l. Will include line for capital items like picnic table
 - m. We also want to continue to support the donor luncheon, budgeting \$250
 - n. Board will need to review and get back, Nancy needs to end to CCLS by 12/15
5. Board Items
- a. HYS Sewer Bill
 - i. Going to be reaching out with a \$1500 bill
 - 1. We have overpaid over the past few years which totals \$1300
 - ii. Basement Cave In
 - 1. Mark feels that it can be handled with some supports
 - 2. The lease is not specific to this issue, determined course of action will be to submit a request to HYS for maintenance as we have already made them aware as soon as the issue came up
 - a. Concerned about the general foundation and what type of retaining walls would be needed to shore up the foundation and where would the responsibility lie
 - 3. Need to review the lease and see if any clarification is needed
 - b. Fundraising Subcommittee
 - i. Annual Appeal
 - 1. Currently about \$5,000, last year we totaled about \$18,000
 - 2. We want to look into software to manage donor database
 - 3. Will send message from Nancy for Giving Tuesday and a final message from the Board with board photo
 - c. Action Log is up-to-date via Kim
6. Directors Report (most items were already noted in their respective board sections)

- a. Facilities
 - i. Adding “No Parking” sign to book drop area
 - ii. Fire Extinguishers are recertified until Oct. 2025
 - iii. Water softener annual service by Brandywine Water Systems, Inc. was done on November 18
 - iv. Requested another HVAC contract from Jack
 - v. Phone messages are updated for library closings
- b. Staff
 - i. Staff hours are being adjusted to cover Diane out temporality
 - 1. Rebecca has covered the hours with no concern
 - ii. Nancy to keep us posted if there are any gaps as staff members schedules are adjusting due to life changes
 - iii. Sam update
 - 1. Establishing a Teen Advisory Board
 - 2. Applied for a Horror Writers Association grant for a teen summer program; did not get grant, but was offered participation in a book club/author series for teen
 - 3. Accepted into Penn-West Clarion’s MLS program for the spring 2025 semester
 - iv. Nancy update
 - 1. Registered for an online non-profit management certificate at Temple, personal expense
 - 2. Nancy off Nov. 21 – Dec. 2
 - v. Staff Luncheon
 - 1. Tues, Dec. 31 at 2pm when library is closed
- c. Library Business
 - i. Reviewed note for the State Library about how our library uses state funding
 - 1. We use these funds to support out part-time staff
 - ii. Decodable reader \$10,000 spend is allowed to count as part of our 12% collection budget spend, and will not be counted as part of our general spend
 - 1. Nancy to confirm with Joe Sherwood
 - iii. BOT okayed purchase of popcorn machine for this year
- d. Meetings
 - i. Nancy attended BOS, supervisors commented on the donor Thank You event
 - ii. Parks and Rec is preparing for the Holiday Stroll 12/13

1. Nancy will have used book sale, popcorn, and games; story time is at 4:30pm
- e. Circulation and Library Statistics
 - i. Physical and E-material are up versus October year and YTD
 - ii. Door count is 25% higher than last October
 - iii. Stats all look good, programs and circulation are strong
7. Final Notes and Adjournment
 - a. The meeting was adjourned at 7:51 pm.
 - b. The next meeting is December 17, 2024 via Zoom

Respectfully submitted,
Stef Anderko
December 12, 2024