

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**November 19, 2019**

**Present:** Board President, Melissa Geoghegan; Board Members, Allie Kring, Kate Lamb, Cesar Madarang and Library Director, Nancy Niggel.

**Absent:** James Dale, Sarah Thompson, Wendy DiCicco.

**Minutes:**

1. Call to Order
  - The meeting was called to order by Melissa at 6:09 pm.
2. Approval of the minutes from October 2019
  - A motion was made by Allie to approve the minutes from October as submitted. Cesar seconded the motion.
3. Treasurer's Report
  - Cesar advised prior to the meeting we have received the tax return from Mallie, and it has been submitted to the IRS. We will search for an alternative preparer for 2019.
4. Old Business
  - We will hold an Executive Session at the end of the regular meeting to discuss the septic system.
5. New Business
  - Annual appeal letter will go out before Thanksgiving. There are two letters, one to existing donors and another to patrons.
  - Nancy presented the Budget for 2020. Melissa proposed we adopt the new budget. Cesar seconded the motion, and it was passed unanimously.
  - Dorene Guistwhite was nominated to replace Cesar as Treasurer in 2020, and we thank Cesar for his dedicated service to the Library. The remaining board members have offered to remain in place, and a vote will be held at the January board meeting.
  - We voted to purchase a small gift for Denise as a thank you for all her work preparing the mailing list for this year's appeal letter. We will also purchase small holiday/thank you gifts for the staff and volunteers

## 6. Director's Report

- The Holiday Stroll will be December 13<sup>th</sup>. Story time to be held at 4:30pm, we will also hold a “pop-up” book sale.
- Haly will be servicing the Hvac system November 25.
- Nancy plans to purchase a smart TV with the Vanguard grant.
- Joe Sherwood, Executive Director of CCLS will be attending the December board meeting.
- Aisha is no longer able to work on Saturdays, Ariel has offered to fill in, if available.
- Circulation is up, from September 2019 and October 2018. Door count is down from September 2019, but up 8.8% from October 2018.
- Program attendance is up 400% from October 2018.
- We have an author visit scheduled for December 10.

## 7. Adjournment

- The meeting was adjourned at 7:15 pm. The next meeting will take place at 6pm, December 17, 2019 at CSL.

## 8. An Executive Session was held after the regular meeting to discuss The Library's lease with HYS and staffing issues.

Respectfully submitted

Kate Lamb

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