

Chester Springs Library
Board of Trustees Meeting Minutes

September 21, 2021

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra; and Library Director Nancy Niggel

Absent: Sarah Thompson, Wendy DeCicco, Dorene Guistwhite

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:11 pm.

2. Approval of Minutes

- A motion was made by Peter to approve the minutes as submitted. Vidhya seconded the motion, and the minutes were approved unanimously.

3. Treasurer's Report

- Peter reported that July and August payroll expenses increased. Nancy stated that \$900 was from finishing the use of grant funds. Peter reported that CSL is well under budget. Employee raises won't take effect until January; the bonuses can take effect now. The total balance as of August 31, 2021 is \$562,602.33.

4. Board Items

- The Legislative Breakfast has been postponed until the spring.
- The Board Meeting Agenda will be posted on the website and the print out will be posted on the building where it can be seen. The Agenda should be posted 24 hours in advance of the Meeting.
- We discussed what to include in the IPS Document. There should be rules specifying what the Board can do with the funds, and restrictions in terms of how much income we can take out for expenses. We discussed having cash on hand to cover miscellaneous expenses, an amount that can be set aside as a safety net and not invested. Peter will draft a recommendation and we will discuss it in November.
- Stef suggested that we implement a review process for each employee of

CSL. It should be a time for staff feedback regardless of the amount of hours an employee works. We have agreed to a 3% payroll increase for the staff. We will finalize the budget in November and inform the staff about the increase in December.

- Annual appeal. We will send an email to the constant contact list. We will also send a letter to people who have donated but are not on the email list. Stef suggested mailing a letter to people who donated over \$100 even if they are on the contact list.
- We discussed posting testimonials on social media from four people who used the library during the last year. The four would be of different ages and have different reasons for using the library. The testimonials will be short with a quote as to why they use the library, why they donate or why they never thought about donating until now. Nancy could take the photos to go along with the testimonials and ask the participants to sign a release for posting on the website. Stef and Vidhya will work on writing a letter for the appeal.
- Strategic Plan. The current Strategic Plan expires at the end of this year. Nancy will find out if the township and Anselma Mill have strategic plans that we can look at for guidance. She will also look at other libraries' plans. We can gather information for the Strategic Plan by asking patrons to take a quick survey. Jennifer will post the questionnaire on the web page, it will run for two weeks.

5. Director's Report / General Library Updates

- Nancy reported that it is time to transfer funds into the small TD Bank account for propane, monthly phone bill and small miscellaneous purchases. Peter made a motion to transfer \$3,500 into the account and Lorraine seconded the motion. It was unanimously approved. Nancy also reported that we need to order more checking deposits slips for the same account. She is having trouble getting the current sales tax certificate. Nancy is focusing on the sales exempt certificate that expires 12/31/21.
- Stef and Nancy walked around the building. They will discuss with HYS items that need maintenance: peeling paint on siding and shutters, frequent gutter clearing, removing dead ivy and vines on the building sides, repairing the hole at the floor level by the entrance door, and clearing the drain at the handicap parking spot.
- Nancy is waiting for the contractor to look at the damage to the roof. Nancy noticed a leak in the program room ceiling by the chimney. HYS was going to have their handyman patch the base of the chimney, then said a roofer would look at the leak. It did not leak during Hurricane Ida.

- On September 20, Jennifer Egan began working as the new Digital Media Coordinator / Library Staff person at \$15 per hour, 16 hours per week.
- Sixteen people attended the Community Conversation #2 book discussion on July 26 at Pine Creek Park. Sixteen people also attended the Community Conversation #3 on September 11 at the library.
- 332 people participated in the summer reading programs.
- Nancy wants to move the Fall Programming events outside the building. She will tell people to bring their own lawn chairs. We will hold one Zoom and one Facebook story time each week. Makin' Music and Candy Bar Bingo will also be on Zoom.
- CSL has an adult/teen knitting group and a women's writing group that meets in person. Nancy is working on forming a Mahjong group to meet at the library. The Chester County 4-H First Lego League Jr. team meets on Saturdays. This year's theme is Cargo Connect.
- Nancy attended the August 10 and September 14 District Librarians Meetings. Nancy and Peter attended the August 10 System Advisory Council meeting.
- Ariel helped at the annual Harry Potter event at the Brandywine Learning Center. \$1,412 was donated from that event.
- CSL will have an outreach table at the milling Demonstration Day at Anselma Mill on the second Saturday of each month, 10am to 4pm. The next one is October 9 if the Mill is open. This is a good opportunity for advocacy.
- Stats. The physical material circulation increased 8.4% in July 2021 versus July 2020, and increased 13.3% in August 2021, vs. August 2020. E-material circulation was down in both months vs. 2020. The door count decreased in July 2021 from June 2021 because there were less programs on site in July. Computer use decreased in July, and increased slightly in August.

6. Adjournment

- The meeting was adjourned at 7:50 pm. The next meeting will be Tuesday, October 19, 2021 at 6 pm.

Respectfully submitted

Lorraine Capra
September 21, 2021