

Chester Springs Library
Board of Trustees Meeting Minutes
April 21, 2020

Present: Board Members, Melissa Geoghegan, Dorene Guistwhite, Kate Lamb, Allie Kring, Sarah Thompson; and Library Director, Nancy Niggel.

Absent: James Dale, Wendy DiCicco.

Minutes:

1. Call to order

- The meeting was called to order by Melissa Geoghegan at 6:04 pm and was held by Zoom due to the restrictions caused by Covid-19.

2. Approval of the minutes from February 18, 2020

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

3. Treasurer's Report

- Dorene and Nancy will visit TD Bank to have Dorene's signature added to the account. Cesar will be removed as a signatory.
- The Township have issued a check to the Library for \$26,000 to cover the first quarter's tax receipts. The 2nd quarter's check will be the largest of the year.
- Dorene discussed the by-laws for the Library's Endowment Fund.
- Dorene also provided a Balance sheet of the Library's Funds as well as a statement of Income/Expenditure as of March 31, 2020.

4. Old Business

- Melissa has rewritten the Meeting Room Policy as discussed at the February board meeting. A motion was proposed by Allie to adopt the new policy, seconded by Sarah. The Policy was adopted unanimously.
- Kate proposed a motion to adopt the new security policy, seconded by Allie. The policy was adopted unanimously.
- The planned Spring Fundraising Program has been postponed.
- The new security cameras have been installed, and they are recording. However, we do not have use of the "remote view" function yet. This will be added when CCLS's IT Dept. is able to link the cameras to the network.

5. New Business

- The Donor Appreciation Event has been postponed, with a view to holding it in 2021.

- **The Director's Report**

- February statistics for door count and circulation were healthy. However, due to the Library's closing March 13, statistics for the circulation and door count are down by 50% for the month as anticipated. The circulation of eMaterials including Flipster has increased dramatically in March. Nancy will probably look to switch some funding from physical to eMaterials.
- We have not received a formal update regarding the sewer line from HYS, however, we understand that they have removed some tree roots that were affecting the pipes outside the building.
- The additional \$2,000 from The Chester County Commissioners for materials will probably be put towards Flipster/eMaterials and renewing some of the museum passes.
- Nancy believes the 12% rule for the materials' budget will be relaxed this year.
- Nancy is reviewing the summer programming and continues to work with the West Pikeland Parks & Rec. Committee.
- Nancy and Ariel have been recording story time on YouTube and will be using Facebook Live going forward.
- The Summer Reading Program will probably have to be changed due to Covid-19, and Science in the Summer will probably go online.
- Nancy has held a staff meeting via Zoom, and the crochet group will meet via Zoom each Thursday afternoon. Nancy is exploring other programs which may be hosted online. The Library has purchased a subscription for the service.
- Nancy has reviewed ideas and suggestions for a gradual reopening of the library. We will discuss these as we receive more information from the State and Chester County Commissioners. Curbside pick-up may be a way for patrons to access physical materials before the library is fully open to the public.
- The Board is considering an application for PPP under the CARES Act. Nancy will work with CCLS for payroll information. TD Bank, with whom we hold an account is authorized to process these loans.

6. Public Comment

- There was no public comment.

7. Adjournment

- The meeting was adjourned at 7:40 pm. The next meetings will take place Tuesday, May 19 at 6pm at CSL or by Zoom.

Respectfully submitted

Kate Lamb

April 21, 2020