

Chester Springs Library
Board of Trustees Meeting Minutes

October 16, 2018

Present: Board Members, Melissa Geoghegan, Allie Kring, Wendy DiCicco, Kate Lamb, Cesar Madarang, Sarah Thompson; and Library Director, Nancy Niggel.

Absent: James Dale.

Minutes:

1. Call to order
 - The meeting was called to order by Melissa Geoghegan at 6:04pm.
2. Approval of the minutes from September 18, 2018
 - A motion was made by Sarah to approve the minutes as submitted. Allie seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - Income and expenditure are broadly in line with expectations. The Endowment stands at \$237,722.42 and the Special Fund at \$38,719.79.
4. Old Business
 - The Personnel Policy was discussed in Executive Session.
 - The Appeal letter is printed, we are waiting for envelopes to be delivered. Allie will speak to the Post Office to see if we are able to obtain a "Bulk Rate". Approximately 1400 letters will be sent.
 - The Open House is scheduled for Nov. 8, 2016 at 6:30pm. Invitations have been sent, and all patrons are welcome to attend. Melissa, Noreen and Kate are coordinating. The Library will close at 5pm that day to prepare.
 - It was agreed that we will hold a silent auction for sale of the card catalogs. 3D Printer and map stand will be sold by other methods.
5. New Business
 - The Library plans to offer passport services, this will be discussed at the January Board Meeting.
6. Director's Report
 - Circulation is down from August to September, and there is a slight reduction compared to September 2017. Emedia continues to increase, and the Budget for 2019 will reflect this change.

- It was proposed by Allie, seconded by Melissa, with a unanimous vote from the Board for Nancy Niggel to reevaluate the statistics presented at the Board Meeting.
- We have been approached by Vanguard's Community Grant Board to discuss the Library's needs. Nancy Niggel will pursue.
- Nancy attended a meeting at Anselma's Mill, to discuss partnering with other historic sites in the Township to jointly promote our activities. This will be pursued.
- Nancy will purchase a table cloth with the Library's logo to use at promotional events. Proposed by Melissa, seconded by Allie, unanimously agreed.
- We will reach out to the Moms' Club of Pickering Valley with details of our events. Kate Lamb
- Programs: Build a Band will run into December, story times on Wednesday & Friday mornings, crocheting on Tuesday afternoons. Nancy also proposes to add a once a month story time on Saturday mornings. As well as a "mommy & me" game drop in.
- Laptops, we have 11 on loan from CCLS. They are due to be returned in December. It was agreed that we will return 6, and renew the lease on 5, these will be used with the 5 that the Library already owns to run programs. CCLS also has a mobile laptop lab that we may use if we need more.
- The dates for the November and December Board meetings will be moved up, due to the Holidays. Kate will make a notice for the Library, Nancy will update the online calendar.

7. Adjournment

- The meeting was adjourned at 7:15 pm. The next meetings will take place on Tuesday, November 13, 2018, at CSL.

8. An Executive Session was held following the regular Board Meeting.

- To discuss Personnel Issues and updates to the Personnel Policy. Wendy DiCicco will provide updates to the Board, after review of the Policy.

Respectfully submitted

Kate Lamb

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