

Chester Springs Library
Board of Trustees Meeting Minutes

November 21, 2023

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

Absent: Drew Kirschmann

Minutes:

1. Call to Order

- The meeting was called to order at 6:06 pm.

2. Approval of Minutes

- A motion to approve the October Minutes was made by Vidhya. The motion was seconded by Peter, and the October Minutes were unanimously approved.

3. Treasurer's Report

- Peter reported that revenue is exceeding expenses. There are no major concerns with income and cash flow. Peter reported CLS is on track for a balanced budget in 2024.

4. Board Items

- Action Items. Stef reported that the posters for the annual appeal have been set up and emails have been sent. The appeal will also be posted on Facebook. A request for Trustees has been posted on Facebook. Two part-time staffers have been hired. Stef received a vendor list from Tim Compton (HYS). Kim spoke to Tim about the weight bearing capacity of the library meeting room. The building was evaluated by a structural engineer prior to the use of the building as a library. Stef will confirm that HYS has documentation regarding the weight capacity. Nancy submitted the kitchenette expenses to Agatha Lyons.
- The Board approved an annual increase of 3.5% for library staff excluding Susie, who received a bonus and salary increase last month, and the two recently hired part-time employees.

- The Board reviewed and approved the 2024 Budget with the addition of website maintenance costs and \$200 for training.

5. Director's Report

- Nancy reported that the HVAC contract has been purchased for \$812. Brandywine Water System performed yearly maintenance on November 20. Nancy purchased softener salt.
- In 2023, CSL received \$119,204.03 support from West Pikeland Township taxes.
- Stacey Casto is the new social media, marketing and customer service representative. She works up to 20 hours per week. Rebecca Cook is the new programming assistant and customer service representative. She works up to 20 hours per week.
- Nancy attended the November 6 West Pikeland Township Board of Supervisors meeting. Nancy and Susie attended the November 14 Office of Civil Rights workshop. Nancy and Peter attended the November 14 District Librarian and System Advisory Council meeting.
- Stats. Circulation of physical materials increased 3% from September to October 2023. Circulation of E-materials decreased .5% from September to October 2023. A comparison of total circulation October 2022 vs. October 2023 results in an increase of 18%.

6. Adjournment

- The meeting was adjourned at 7:10 pm. The next meeting is December 19, 2023 at 6:00 pm.

Respectfully submitted,

Lorraine Capra
November 26, 2023