

Chester Springs Library

Board of Trustees Meeting Minutes

February 16, 2021 via Zoom

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

Absent: Wendy DCicco

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:05 p.m.

2. Approval of the minutes from January 19, 2021

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

3. Introduction of Board to staff member Debra Montgomery

- Stef, Vidhya, Peter, Lorraine and Dorene briefly explained their connection to CSL, and the reasons they decided to join the Board. Debra stated that she has worked at CSL since 2008 or 2009, and it is her favorite job.

4. Treasurer's Report

- Peter reported that the January total expenses equals the projected year to date amount of expenses. The amount of donations, \$4323.00, is on pace to surpass last year's amount.

5. Board Items

- The Board will review the current bylaws for possible updates, and will discuss the bylaws at the March 16, 2021 meeting.

6. Director's Report / General Library Updates

- Nancy reported that the total circulation from last month to this month was down 9.8 percent. She stated that circulation was down for all of the libraries except for Kennett library. E-material circulation was higher in January 2021 than in January 2020.

- In person visits were down in January; most patrons used curbside visits. The library will be open for more physical visits in February.
- In January 2021 there was a 36.7% reduction in on-site programs from last January due to COVID restrictions. This is consistent with other CCLS libraries. The online program attendance is only counted for a few hours after the program airs.
- Nancy explained the need for the van driver to have a key. He has keys to the other CCLS libraries. Everyone agreed to give CCLS a building key for the van driver to make deliveries before 10 am. The driver will also have a code for the alarm.
- The adult fiction room is dry. Nancy will call the contractor to get a price on drywalling. Nancy purchased Concrobium Mold Control and sprayed the studs that were stained black. County Services removed the moldy drywall and brought in dehumidifiers. Nancy doesn't know if they cleaned the mold. They sprayed primer. We need to know if there is mold. Nancy will ask a contractor to test for mold, or get a quote from another contractor.
- The contractor needs to rehang a spotlight and realign the downspout. There is one bookcase that has water damage on the bottom. We don't want to put something back in the room that has mold. To replace a bookcase costs over \$1000. Nancy will ask the contractor who is working on the studs to look at the bookcase.
- The drywall repair was not part of the budget. Peter said the reserve will pay for it. Doreen said the surplus does not roll over; each year you start at zero. The \$4000 surplus is in cash. The Vanguard money is there to repair the adult fiction room.
- The library is open for 20 minute browsing and computer use. Many people still prefer curb side.
- Nancy is working on a \$3000 grant to use with the township Environmental Advisory Committee to help educate residents on the benefits of using renewable energy in West Pikeland. The grant is due at the beginning of March. There will be book discussion, experts, and presentations on how West Pikeland might approach renewable energy.
- In March, Kimberton Whole Foods will ask customers to round up their bill to the nearest dollar to benefit the library. Kimberton Whole Foods will match that amount. Last year we received \$570.95.
- Peter need to go to TD bank and sign on to the small bank account. Funds from

this account are used to pay the phone bill, propane delivery and HVAC system maintenance. Nancy requested \$2000 to bring the account up to \$4000. A motion was made by Lorraine to approve the \$2000. Sarah seconded the motion, and the \$2000 was approved.

- Nancy is working on the information needed for the 990. The final figure for the Appeal is \$10,934.14. All thank you notes have been sent.
- We missed the spring Appeal last year due to COVID. There was a discussion about organizing a small social media Appeal for April. We will ask patrons to give what they can to support the library programs that they love. Stef suggested each week we ask people to post “why I love the library” or something similar. It will be small donations to prime people who haven’t been involved in an Appeal before. We will discuss at the March meeting.
- Nancy reported that the Zoom cooking class had 15 participants. She is working on a six week Bollywood dance lesson program. Downingtown is interested in sharing the cost with us.
- The Macbeth reading has had 20 people each week.
- In February we gave away 34 grab and go kits with hot chocolate and Valentine cards.
- The winter bird Zoom workshop attracted 11 participants who picked up the material kits ahead of time.
- Nancy attended the February 1st West Pikeland Township meeting. She will attend the next one.
- Stef and Nancy attended the February District Librarians Meeting.
- Nancy attended the February 4th Park & Recreation Committee meeting.
- Nancy will be on the Legislative Breakfast Committee.
- Ariel went to the Zoom summer reading meeting. It is currently virtual, will be evaluated in April.
- Nancy is planning in person summer programs that can be done outside, and Zoom programs for when the weather doesn’t permit.
- We would like to start a new Friends of the Library group.
- HYS is holding a village community day on May 2. It will be part online and part in person, with a pottery sale and a picnic lunch. We could do a used book sale on that day. There are 700 books to contribute. Kate took the books home to

store at her house; the Library doesn't have the room. This might be a way to start the new Friends of the Library group.

- The quarantining of returned books is now two days instead of three days. Joe Sherwood, Executive Director of CCLS, will attend the March meeting. If you have any questions for him, you can email Nancy and she will forward the questions to him.

7. Adjournment

- The meeting was adjourned at 7:11 pm. The next meeting will be on Tuesday, March 16 at 6 pm by Zoom.

Respectfully submitted
Lorraine Capra
February 16, 2021