

Chester Springs Library

Board of Trustees Meeting Minutes

April 20, 2021 via Zoom

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

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:04 pm.

2. Approval of the minutes from March 16, 2021

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

3. Treasurer's Report

- Peter reported that the assets, liabilities and equity for March balance to zero. The largest source of donations for March was from Kimberton Whole Foods. One large expense that was not in the budget is the payment for work on the adult fiction room. Nancy reported that the lawyer who did work last year has not submitted a bill. Peter will reach out to the attorney so the expense can be paid.
- Peter reported that we have given the accountants everything required for the Form 990.
- Nancy reported that CSL just received the first quarter installment of \$19,000 from the township. It will go into local government revenue.

4. Board Items

- Virtual Training from CCLS. We will do virtual training in four modules in lieu of in-person training. Stef reported that the training will focus on advocacy fundraising and the responsibility of the board.
- Legislator Virtual Events. Stef presented a list of four meetings with local legislators. Stef would like a board member to attend each 30 minute meeting. Multiple libraries will attend. We will receive an agenda before the meeting. Our participation is mainly to observe. The legislators are hoping to do an in-person breakfast meeting with the libraries in the fall.

- Fundraising Planning and Support. Stef provided notes of the fundraising committee meeting held after last month's board meeting. They discussed the library's needs, what we currently do, and what we need to do moving forward. Stef reached out to the fundraising rep for CCLS. Possible opportunities for fundraising include local restaurants that would offer 20% off on a specific night to customers who mention the library's name.
- Nancy is organizing the book sale. We should have a fall plan for the annual appeal.
- On July 1 there is a district wide event at 7:00 pm with author Riley Sager. We will have a registration form to purchase a ticket. You can purchase a book or a book and a box with tea.
- Friends Group. We will have a table for the used book sale on May 2 as part of HYS Art Around the Village. We can talk to people about joining the Friends Group and interest them in the library. Stef suggested offering water and pretzels to the public. We will ask Philly Pretzel Company for a donation of mini pretzels for the event. Dorene said if the Friends Group participates in fundraising, it may need its own tax ID number if the amount in the CSL account exceeds \$20,000. Prior groups used the library's tax ID number. We will reach out to the old Friends Group to inform them we are moving in this direction.

5. Director's Report/General Library Updates

- Nancy reported that there has been no change in the adult fiction room since the last meeting. She will contact Brandywine Water Company to look at the water softener. Nancy would like to remove the utility sink in the kitchen and convert the space to a closet / storage space. The fire insurance inspector said we need to get a blank to put in the empty slot in the basement fuse box.
- Two checks for previous payments have not been cashed. Nancy has contacted those vendors and CCLS will reissue those checks.
- We will borrow tables from the township building for the used book sale on May 2. Systems Connection showed Nancy and Ariel how to use the software for the security cameras.
- The donation total from the Kimberton Whole Foods Round Up at the Register was \$1,873.48.

- Registration for each month's summer programs begins on the third Monday of the previous month.
- We are looking for a location in West Pikeland Township to hold the outdoor performances. There is a no amplification ordinance at Pine Creek Park. We will look into using the outdoor patio at the township building or a location at the Montgomery School.
- Nancy attended the April District Librarians Meeting. CCLS is no longer quarantining returned books.
- Nancy attended the District wide Novel Tea fundraising meeting, the April 5th West Pikeland Township meeting, and the April 1st Park & Recreation Committee meeting.
- We won the \$3000 ALA grant for Libraries Transforming Communities. Nancy sat down with the township's Environmental Advisory Committee to discuss utilizing renewable energy in West Pikeland in the future.
- Every month Nancy sends something for the township newsletter. Issues are available on the township website.
- Circulation of physical materials and E-materials increased last month. The total circulation change from last month to this month was 22.8%. Programs increased, attendance decreased in March.

6. Adjournment

- The meeting was adjourned at 7:02 p.m. The next meeting will be Tuesday May 18, 2021 at 6 pm via Zoom.

Respectfully submitted
 Lorraine Capra
 April 20, 2021