

Chester Springs Library
Board of Trustees Meeting Minutes
December 16, 2025

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Beth Madarang, Caroline Perry;
Prospective Board Member David Payne; Library Director, Nancy Niggel

Absent: Janet Spaventa

Discussion:

1. Introductions and Juncture of Meetings

The meeting was called to action at 6pm.

The board reviewed the plan to streamline future meetings with a consent agenda approach, combining routine approvals like prior minutes and standard policy items in one vote. Members discussed meeting formats (some in-person, some via Zoom) based on scheduling and building updates. Meetings will be set for the year in the local newspaper.

2. Approval of Minutes and Policies

Peter made the motion and Caroline seconded the motion and the board unanimously approved the November meeting minutes and the updated Social Media Policy under a single, consolidated consent agenda vote. The Social Media Policy now focuses on library staff posting updates, ensuring timely communication.

3. Treasurer's Report

The library's overall combined funds are in a good position with approximately one year of operating expenses maintained in a liquid money market as expenses this year will be different than in the past due to the temporary location and moving back into the main location. Since the building has been closed for repairs, costs such as rent, utilities, and staff salaries have been lower, leading to this surplus in cash flow. Despite reduced overhead, the board anticipates future repair and renovation expenses once the library space is ready.

4. Director & Officers Insurance

The board compared two quotes and chose the cheaper plan from Selective, at about \$700 annually. This new policy covers standard liability concerns for the library's leadership. Final confirmation will be sent to the insurer to bind the policy, replacing coverage from the higher-cost USLI. Nancy will keep this moving with the insurer and contact St. Peter's with the insurance for the temporary lease.

5. Director's Update and Operations *See notated director's report*

6. Policy on Charging EV Batteries During Nancy's report, a brief mention arose about some Chester County libraries noticing increased energy usage from patrons plugging in large EV batteries. The board may consider adding a policy to prevent on-site EV battery charging.

7. Strategic Plan

The existing strategic plan runs through 2025, but finalizing a fresh plan depends on the Chester County Library System's overarching strategy. The board envisions a community-driven approach,

collecting feedback and possibly hosting an open house to shape the new layout and resources. Will likely plan to align some information collection for the plan with collecting information around how to best service our patrons when we reopen.

8. Director Review

Kim and Caroline plan to conduct annual review with Nancy. The Personnel Committee shared that annual reviews will now take place in December at the end of the year at the same time as discussions of raises.

9. Part-Time Hiring

Once the library secures the temporary location, the director will begin the process of hiring a part-time employee to help manage programming and circulation. The proposed start date is around early 2026 (tentatively February), aligned with the short-term lease negotiations.

10. Temporary Location Updates

The board plans a six-month lease at a local church, with potential to extend month-to-month if building repairs extend past that. Painting, internet setup (Verizon), and minor renovations will be scheduled, aiming for a February 1 opening.

11. Renovations in the Permanent Building

Historic Yellow Springs is handling exterior structural repairs, while the library will manage interior improvements (flooring, painting, shelving, closet reconfiguration). The plan is to finalize the updated interior layout before re-opening in mid-2026, depending on construction timelines and interior planning.

Both Peter and Nancy have floorplans to review to help in planning flooring and potentially determine the load the program room can take.

12. Financial Requirements for Library Materials

Under new state guidelines, the library must spend a specific predetermined amount on collection materials rather than the prior 12% formula of total budget. The 2025 target is roughly \$26,538, and the current year's total spending is on track with that requirement.

13. Recognition of Support & Gifts

The board approved giving Aileen, the library's part-time help, a gift card in recognition of her service as part of staff development. A lunch at Ludwig's Corner is scheduled for December 30 and the library budget will cover the cost of the luncheon.

14. Board Transitions

Peter shared emails for officers to use for their Board correspondences moving forward. These will be passed on as officers changeover.

Secretary Transition: Beth will assume the secretary role in January, and the board will integrate AI-produced transcripts to streamline minute-taking.

New Member: David, a longtime resident, expressed interest in community engagement and will join as a board member at large. Prior to the meeting the board reviewed his credentials. David stepped

out of the room, Kim made a motion, Beth seconded the motion and the board voted unanimously voted him in.

15. Adjournment

The meeting was adjourned at 7:25.

To Dos:

1. (Nancy) Complete purchase of the new D&O policy with Selective and confirm coverage.
2. (Nancy) Send final lease to the church for signature and coordinate painting and remodeling.
3. (Nancy) Contact Verizon to organize internet service for the temporary location.
4. (Kim & Caroline) Finalize the director's annual review as scheduled.
5. (Peter & Nancy) Finalize the interior design and floor plan decisions for library renovations.
6. (Nancy) Obtain and distribute the gift card for Aileen and finalize staff luncheon details.

Next Board of Trustees Meeting: 6PM January 20, 2026 Location TBD

Submitted to the Board December 22, 2025 by Stef Anderko

