

Chester Springs Library

Board of Trustees Meeting Minutes

March 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 5:56 pm.

2. Approval of Minutes

- A motion to approve the February Minutes was made by Peter. Kim seconded the motion and the February Minutes were approved unanimously.

3. Treasurer's Report

- Peter stated that CSL has cash on hand to meet the capital expenses.

4. Board Items

- Capital Expenses. Nancy and Stef went to Home Depot to order the materials for the upgrade to the Kitchenette. Stef reported that using Home Depot will be less expensive than hiring a private contractor. Installation should be completed by the summer.
- Outdoor picnic space. A new outdoor picnic table will be purchased to replace the damaged table. The Board discussed improving the outdoor space, including replacing the rocks and installing a ramp near the cellar door.
- Fundraising. Kim reported that when she shopped at Kimberton Whole Foods she had to ask about Round Up at the Register for the library. It was not offered. The Carnival is Saturday, June 3. The Board will discuss the details of the Carnival at the April meeting. Kim will inquire about gift cards from Target, Giant and Acme.

- Policies. The Board will review all policies for CSL and implement a system whereby policies are reviewed on a rotating basis every three years. The Board discussed whether the CCLS Children's Internet Protection Policy is sufficient for CSL and whether we need to have a policy about unattended children and a policy about dogs in the library. There was a suggestion to put a sign on the door that CSL is dog friendly for patrons who have allergies to dogs. Board members will look at all policies.
- Peter is the designated CSL representative for the CCL System Advisory Council voting. Nancy is the alternative representative.
- The Legislative Breakfast is April 21 from 7:30-9:00 am.

5. Director's Report

- Nancy reported that CSL received mostly positive comments from the County survey. The 2022 state report has been filed.
- The spring/summer preventative maintenance on the HVAC will be on May 4.
- The part time position is still open. Nancy is interviewing applicants.
- Susie attended service dogs in the library training.
- The West Pikeland Township egg hunt is April 1. Summer Reading will begin with a show at the June Anselma Demonstration Day.
- Nancy attended the March 2 West Pikeland Parks and Rec meeting and the March 6 West Pikeland Township meeting. Nancy and Peter attended the March 14 System Advisory Council /District Librarians meeting.
- CSL continues to gain new followers on social media.
- Stats. Circulation of physical materials increased .5% from January 2023 to February 2023. Circulation of E-materials decreased 10.7% from January 2023 to February 2023. Total circulation decreased 5% from January 2023 to February 2023. Year to date total circulation increased 17.4% from February 2022 and year to date door count increased 34.3% from February 2022.

6. Adjournment

- The meeting was adjourned at 7:15 pm. The next meeting is April 18, 2023 at 6:00 pm.

Respectfully submitted,

Lorraine Capra
March 25, 2023