

## Chester Springs Library

### Board of Trustees Meeting Minutes

May 17, 2022

**Present:** Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Sarah Thompson, Kim Marino, Drew Kirschmann, and Library Director, Nancy Niggel.

**Absent:** Lorraine Capra

#### Minutes

1. Call to Order
  - a. The meeting was called to order by Stef at 6:06 PM.
2. Approval of Minutes
  - a. A motion was made by Vidhya to approve the minutes. Peter seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
  - a. Peter reported a loss in the Vanguard investment account in April
  - b. The library's year-to-date net income is positive
  - c. The total equity for April was \$521,333.21
  - d. A deficit of about \$36K is expected, but the forecasted distribution should cover this
  - e. Nancy spent ~6K on library materials YTD. Note: Nancy is required to spend 12% of budget on library materials
  - f. Note: The value for Vanguard 027 fund value is through end of March; the report reviewed during CSL Board Mtgs are always one month behind the month of the CSL Board mtg because the statements are sent to the county. In turn, the county provides the financials. This usually occurs after CSL Board meetings.
  - g. Discussion about transferring funds from 025 to small TD account (Account ending in X-345).
    - i. Board agreed Nancy can put regular donations into small TD Account.
    - ii. Small TD account covers phone bill, sump pump, HVAC maintenance contract, propane and nominal summer reading prizes; it's used as a general spending account.
    - iii. June meeting: CSL Board to vote to transfer monies (amount TBD) to small account, establish a required minimum balance (5K--TBC) and target/working balance (10K--TBC).
    - iv. **ACTION:** Nancy to account balance, review spending and propose sufficient working amounts for iii above
4. Board Items
  - a. Strategic Plan Topics/Actions
    - i. Capitalizing on Physical Space
      1. Kitchen/Storage Upgrade/Capital Projects
        - a. **ACTION:** Stef will provide pictures of the kitchen space to Karen for HYS Board Review.
      - ii. Other future initiatives

1. Lease negotiation. 180 days prior to lease expiry, CSL Board will need to notify HYS board of intent to renew or not. Lease can be renewed at same monthly rent for another 5 years (2030). After 2030 expiration, lease can be renewed for 5 years, but HYS can negotiate the monthly rate.
 

**ACTION:** CSL Board to establish a plan, including discussion items and timing, for cultivating a relationship with HYS Board (e.g., Meet n Greet/October[as CSL Board is new], understand HYS Strategic Initiative, request list of preferred contractors, discuss considerations for exterior maintenance and structural upkeep [Spring 2023])
2. Back room. Needs secure storage space. Currently, a librarian must monitor children when room is in use. Include in discussion with HYS on a plan for building improvements (Q4 2022/Q1 2022? timing TBD)
3. Building maintenance plan
  - a. CSL needs to understand the process for calling in contractors in emergency situations and when HYS is financially responsible for the repair vs CSL. Possible future discussion with HYS Board. Drew noted that HYS should provide CSL with a list of preferred vendors.
  - b. Recent issues: Roots blocking plumbing: Basement—concrete bags and other rubbish provide shelter for pests/vermin and should be removed
  - c. Handyman on retainer/join CSL Board. **ACTION:** CSL Board members to ID potential candidates via personal networks and bring names/qualifications to CSL board for discussion.
  - d. Proposed Handyman duties: Adding salts to water treatment container and other tasks (TBC)
4. Building inspection
  - a. Pros—Greater understanding of building integrity
  - b. Cons—Certain findings might be reported to County
- iii. Financial Stability
  1. Consider goals for upcoming year
  2. Fundraising Objective: to support library programming and summer reading/kids events
  3. Fundraising programs (\*participated in prior year)
    - a. Rounding up programs
      - i. \*Kimberton Whole Foods \$700, including match
      - ii. Giant
      - iii. ACME
    - b. Amazon smiles (ongoing)
      - i. Nancy receives a check for about \$24 6x/year
    - c. Annual Appeal/Letter—Autumn (Oct-Dec; dates TBC)
    - d. 20% days
      - i. Iron Hill
      - ii. Pizzeria Uno
      - iii. Chick-fil-A
      - iv. Giant
    - e. \*Bag sale—difficult to execute

- iv. Knowledge Continuity and Professional Development
    - 1. Financial Documents: **ACTION In Progress**: Peter is working to digitize
    - 2. Trustee Folders (Google drive): **ACTION In Progress**: Stef is organizing
    - 3. Board Training
      - a. Board Governance 101 (ALA)
        - i. 21-Jun-2022 9AM-11AM EST
          - 1. Sign up link has been added to Google Drive folder
      - b. Board Deep Dive: Recruiting New and Diverse Members (ALA)
        - i. 2-Aug-2022 5PM-7PM EST
      - c. Future Proofing Library Workshop
        - i. 8-Jun-2022 3PM-4:30PM
        - ii. Board members were sent an email from Lauren Harshaw and can sign up directly.
  - v. COVID Protocol
    - 1. CSL Websites
      - a. **ACTION**: Delete content announcing the library reopening;
      - b. Maintain content about private browsing for health purposes (as a continued service provided by CSL) in the About section/page
  - vi. Friends Group
    - 1. Next Steps
      - a. Information gathering
        - i. Peter and Nancy spoke with rep from Henrietta Hankin Library; Book sale is their biggest fundraiser
        - ii. **ACTION**: Nancy to contact Eastown Friends' for advice on how to start up a Friends' group
        - iii. **ACTION**: Nancy to follow up with Nicole Diamond to gauge interest
5. Director's Report/General Library Updates (see monthly report stored on Google drive)
- a. Facilities
    - i. Proposed capitol improvements:
      - 1. Ceiling fan in main room to push down heat in winter
      - 2. Install slat walls above the bookshelves to display and hang items
  - b. Programming (see report)
  - c. Library Business
    - i. Book Sale: ran simultaneously with the Philadelphia Herb Society Sale on 12-May (excellent traffic and lots of sales)
    - ii. HYS Art Around the Village: CSL set up a table on the lawn adjacent to the Art Studio, which increased foot traffic at the library itself compared to 2021. About 350 people stopped in the library (Prior year--0 visitors)**ACTION**: Nancy or Stef to send Karen a note acknowledging our appreciation for being involved in the day as a launching point for a Meet N Greet w HYS Board.
    - iii. **ACTION**: Board to look at June calendar of events
    - iv. Event conflict: CLS reserved Pine Creek Park Pavilion for a Fitness show; DARC is holding day camp over the same period. Assumption is that DARC will also need use of the Pavilion; could parking/pick up-drop off be an issue?

**ACTION:** Nancy to contact Mill at Anselma to see if they have a shady space that could be used for the Fitness show.

- v. Science in the Summer open to all ages; one class.
  - vi. Meetings/Committees (see Director's report)
  - vii. Library Outreach
    - 1. Ideas generated by Susie
      - a. Rube Goldberg project
      - b. Float Your Boat (down the creek) Concepts
  - viii. Social Media (see Director's report)
  - ix. Stat Report
    - 1. April was positive
    - 2. 24% increase in public computer use
    - 3. 6.8% increase in circulation from this time last year
    - 4. Staffing: very positive experience
6. Adjournment
- a. This meeting was adjourned at approximately 7:37PM. The next CSL BOT Meeting 21-Jun-2022 6PM EST

Respectfully submitted,

Kimberly Marino  
May 30, 2022