

Chester Springs Library
Board of Trustees Meeting Minutes
February 18, 2020

Present: Board Members, Melissa Geoghegan, James Dale, Dorene Guistwhite, Kate Lamb; and Library Director, Nancy Niggel.

Absent: Allie Kring, Wendy DiCicco, Sarah Thompson.

Minutes:

1. Call to order
 - The meeting was called to order by Melissa Geoghegan at 6 pm.
2. Approval of the minutes from December 17, 2019
 - A motion was made by Dorene to approve the minutes as submitted. Melissa seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - Dorene and Nancy will visit TD Bank to have Dorene's signature added to the account. Cesar will be removed.
 - Kate made a motion to appoint Barbacane Thornton & Co to complete this year's tax return. It was seconded by Melissa and passed unanimously. Dorene will contact them, several other CCLS libraries will be using them this year.
4. New Business
 - The Meeting Room Policy was discussed, Melissa will update the agreement, and we will vote on the changes at the March meeting.
 - Agreed to keep the Internet policy as is, it is inline with that of CCLS.
 - West Pikeland Township passed a resolution to have a representative attend the Library Board Meeting.
5. Director's Report
 - Circulation and door count are up, year on year.
 - The Vonage payment was delayed because of the MLK Jr. Holiday. The phone has been reconnected, however there is a problem with one of the extensions. We

will be paying the account with the debit card going forward to avoid a repeat of this problem.

- We will obtain a second opinion from a plumber regarding the sewage line.
- The Friends' Group have received advice from Longwood Gardens as to how to lay a flower bed at the Library entrance this Spring. We thank the Friends for their enthusiasm to beautify the Library.
- Denise has compiled a list of 399 contacts for a fundraising email campaign this Spring.
- Nancy will complete a list of 'imprest accounts' following a request from CCLS.
- Nancy is preparing the State Report.
- Kimberton Whole Foods will feature Chester Springs and Phoenixville Libraries in its "round up campaign" in March. We thank them for their support of the library.
- The March calendar has been finalized.

6. Adjournment

- The meeting was adjourned at 7:20 pm. The next meetings will take place Tuesday, March 17 at CSL.
- An Executive Session was held at the end of the meeting to discuss security updates.

Respectfully submitted

Kate Lamb

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