

Chester Springs Library
Board of Trustees Meeting Minutes
September 17, 2024

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Vidhya Krishnamoorthy, Caroline Perry, Library Director Nancy Niggel, Library Staff Member Samantha Heckler-O’Conner, Prospective Board Member Mark Quinlan

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:09pm
2. Approval of Minutes
 - a. A motion was made to approve the August minutes by Peter; the motion was seconded by Vidhya
 - b. The August minutes were unanimously approved
3. Introductions/BOT Member Information
 - A. Mark Quinlan
 1. Attended the meeting as a prospective board member
 2. Current supporter/patron of the library
 - B. Samantha Heckler-O’Conner
 1. New Assistant Librarian
 - C. Library Science Student named Margot
 1. Attended as part of an assignment for her library science degree, previously worked at Phoenixville library
 - D. Branden Hydutsky - Board Member at Large
 1. Asked to resign from the Board as he cannot commit the time or attend meetings given changing personal responsibilities
4. Treasurer’s Report
 - a. Running even, where we expected
 - i. Taxes arrived from township, most of our tax income is in, will receive one smaller check
 - ii. Dividends will cover planned “shortfall”

- iii. \$7,000 was moved to TD Bank for day-to-day expenses
- iv. Stef and Peter have paperwork @TD awaiting their signature

5. Board Items

a. Did you Know? Township Campaign

- i. Kim to continue conversation with Noreen whether they are receiving any questions around the library's part of the township budget
- ii. Determine next steps based on feedback from township
 - 1. Potential page on website to be put up in conjunction with the annual appeal
 - 2. Include pie charts of where expenses come from and how we spend our money

b. Library Director Goals

- i. Nancy drafted goals as part of her annual review process, Board provided feedback and broke goals into these categories
 - 1. To be include as part of annual review as goals
 - a. Create social media policy for the library
 - b. Create a visual framework for programming to share across the staff
 - c. Redefine/Establish clear division of staff duties
 - 2. To be included as additional/reach goal
 - a. Collection evaluation for the juvenile section
 - 3. To be managed as a shared responsibility with the Board (this item for discussion at next meeting)
 - a. How to organize the library to optimize space and make better use of the meeting room
 - i. Set a goal with budget
 - ii. Include how to better manage the computer use, especially for children (potentially remove AWE computer in favor of tablets)
 - 4. To be considered personal goals, outside of library responsibilities
 - a. Enroll in nonprofit management course with a University
 - b. Manage better work-life balance

c. Facilities

i. Basement Foundation

1. Dirt collapsed, Kim and husband cleared the area
2. Kevin from HYS provided Nancy with the contact for a stone mason currently working on Connie's House
3. Next steps: review lease to determine responsibility, discuss with HYS

ii. HYS Sewer Bill

1. Received some feedback from HYS, not all requested data
2. Next Steps:
 - a. Need more information, Peter to follow-up?
 - b. Kim to get information about how busy they are comparatively year-to-year from events coordinator
3. Township is working on their own assessment over DEP concerns and has not included this on their meeting agendas to date

iii. HVAC was checked by Jack Kunkle, replaced some fan switches

1. Recommended we have an electrician check what is making the lights dim/flicker since it is not the HVAC

d. Fundraising Subcommittee Report

i. Annual Appeal

1. Scheduling next meeting to review everything in place
2. Have letter/email, coupons, posters prepped
3. Following general schedule from last year, will coordinate the first push around the November newsletter

ii. Donor Thank You Reception

1. Date: Oct 20, 10:30-noon; prior to HYS Event
2. GiveAways
 - a. Bags selected, need design and 2 weeks to order
3. Need to know library building capacity and also the rider from insurance

- a. Nancy has the fire department schedule to come out for capacity
 - b. Insurance will need date and number of attendees and can quickly provide rider
 - 4. Invitation
 - a. Working on email, Kim and Nancy to finalize list within the week
 - 5. Miscellaneous
 - a. In person October Board Meeting
 - b. 2024 Board Photo at meeting
 - c. Branden will share information from what he was reviewing for picnic tables
- 6. Directors Report (most items were already noted in their respective board sections)
 - a. Library Business
 - i. Brandywine Learning Center donated \$3,480 from their House Cup event, this is an annual event and she always donates the proceeds to us
 - ii. Staff: Deborah on call, might phase out entirely by EOY. Stacy is doing a lot of shelving, Sam is familiar with Sierra (library software.)
 - iii. Summer Reptile Program had 300 attendees; discussion about limiting attendance re: crowd management.
 - b. Meetings
 - i. Nancy attended BOS on 9/3 and reported on July and August
 - ii. Nancy attended the Parks and Rec meeting 9/5
 - 1. Recommended the township do a Halloween Parade at a park next year
 - iii. Fundraising opportunity—Atglen Modeled a 3-year donation strategy. This was discussed at the district meeting (Peter and Nancy attended.)
 - c. Circulation and Library Statistics
 - i. Down from July (year to year) possibly because first week of August isn't a full week, a few programs were cut to accommodate decrease in staff after Susie's departure, reading programs: 1/day (vs 2/day for July) and there were programs that were rained out/need to be rescheduled. Attendance should bounce back in Oct.

7. Final Notes and Adjournment

- a. Kim to follow up with Mark Quinlan regarding interest in the Board and timing for a new term
- b. The meeting was adjourned at 7:25 pm.
- c. The next meeting is October 15, 2024 at 6:00pm in person

Respectfully submitted,

Stef Anderko

September 18, 2024