

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**May 21, 2024**

**Present:** Board Members Kim Marino, Peter Kim, Stef Anderko, Library Director Nancy Niggel /

**Absent:** Board Member Drew Kirschmann, Caroline Perry, Branden Hydutsky

**Minutes:**

1. Call to Order
  - a. The meeting was called to order by Vidhya at 6:09pm
2. Approval of Minutes
  - a. A motion was made to approve the minutes by Peter; the motion was seconded by Kim
  - b. The April minutes were unanimously approved
3. Treasurer's Report
  - a. Running even, right where we expected
  - b. All is steady, tax payment came in April, expecting another payment this summer
    - i. We receive the tax payments from the township as residents pay them
  - c. Nancy updated on Assistant Librarian position, no changes at present
4. Board Items
  - a. HYS Sewer Bill / Expenses
    - i. Reviewed prior email exchanges and letter between HYS and CSL
    - ii. Kim reviewed our position and documentation including exchanges from the HYS board and CSL's lawyer in 2019/2020
    - iii. Overall we have two concerns
      1. Usage Bills
        - a. We have a record of both parties agreeing that CSL pay \$250 beginning in spring 2020 based on the April 7, 2020 email exchange
        - b. We do not feel confident that the process for reading out usage and subsequent bills are accurate and have not agreed on changing this agreement

- c. Of additional concern is that some of the messaging around the higher billed amounts and estimates have noted the addition of more buildings to the septic system and/or maintenance costs; we do not feel we have a clear understanding of what we are being billed for if we stop following the \$250
        - 2. Required Inclusion in Maintenance/General Expenses
          - a. Feel confident that based on the lease and our status as tenants, we are not required to participate in the cost-sharing of maintenance
          - b. No need to engage on this topic at present
        - iv. Kim will reach out to HYS with a response based on how we were not expecting this change and our concerns with proper reading continues
      - b. Capital Expenses
        - i. Outdoor picnic table space
          - 1. Discussed metal versus composite
          - 2. Branden to look at cost and delivery to compare and provide alternatives
          - 3. Potentially look local to cut down on delivery cost
        - c. Policy Subcommittee: hold until next meeting
          - i. Stef to finalize a schedule and policy overview
        - d. Strategic Plan: hold until next meeting
5. Directors Report
  - a. Facilities
    - i. Jack Kunkle to come and check HVAC when it's hot and AC is operating to check on the system
  - b. Library Business Review
    - i. Additional cards per month 26 adult and 1 Juneile
    - ii. \$10,000 decodable books coming from Senator Muth's grant
      - 1. Phonics and Bob Books
      - 2. Once in library, staff to determine plan to best usage
    - iii. Completed online submissions with Kimberton Whole Foods to be included in their Round-Up program

1. We were not included this past spring
    - iv. Submitted MLK event for ALA award
  - c. Programming Recap
    - i. Summer Reading Materials Ready to Go
    - ii. Science in the Summer confirmed for 2 full days this summer
    - iii. Planning staff luncheon between May 27 and June 10
      1. Discussed June 3
    - iv. Susie is making an updated bookmark for the library as well as summer specific items
  - d. Meetings
    - i. Kim and Nancy attended the township meeting
      1. Township has not moved forward with plans for their water/sewage bill changes
    - ii. Agatha Lyons is retiring, 6/11 DML meeting will include an open reception for her
  - e. Circulation and Library Statistics
    - i. A system libraries trended a little down for the last month
    - ii. Year-to-year we are up in circulation
    - iii. Nancy is going to simplify the reports to just items who are helpful to her and remove some of the daily averages
6. Adjournment
  - a. The meeting was adjourned at 7:42pm.
  - b. The next meeting is June 18, 2024 at 6:00pm at the library

Respectfully submitted,  
Stef Anderko  
May 22, 2024