

Chester Springs Library

Board of Trustees Meeting Minutes

February 15, 2022

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

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:04 pm.

2. Approval of Minutes

- A motion was made by Vidhya to approve the January Minutes. Peter seconded the motion, and the Minutes were unanimously approved.

3. Treasurer's Report

- Peter reported that the library's expenses will increase this year to pay for staff salary increases and building maintenance. Peter had not received the January account statement as of the meeting.
- The Board discussed the IPS Document which establishes policies regarding the use of CSL funds. A motion was made by Lorraine to approve the IPS Document. Vidhya seconded the motion, and the IPS Document was unanimously approved.

4. Board Items

- The CCLS internet was not password protected. Stef reported that CCLS is considering requiring patrons to use a password when accessing the internet. CCLS has asked for feedback from the Boards.
- Capital Projects / Repair Projects. Nancy reported that the light in front of the building is working. The light by the steps is not working. Nancy is concerned that branches from the tall trees by the road may fall onto the roof of the building.
- The Board discussed hiring someone to look at the space where the new cabinets will be installed. Cabinets will be installed in the kitchen and the programming room. Nancy can begin searching for the cabinets. We have allocated \$5000 in the budget for the cabinets. Stef will email Karen at HYS regarding this project. The Board also discussed removing

the sink to make room for storage space.

- Art Around the Village May 8. HYS's art show is May 8. The Board discussed having a table at HYS during the art show to promote the library. We could offer an activity with seeds and flowers, and bubbles and hula hoops for the children. Kim suggested we offer local hobbyists an opportunity to display their creations. Stef will email HYS with CSL's interest in having a table at Art Around the Village. The Board discussed sending flyers or an online announcement inviting local artists and hobbyists to display their creations in the library.
- Friends Update. We still haven't found a leader for the Friends Group. Stef and another Board member will send an email to the people interested in joining the Group, stating that we are looking for someone to lead the Friends Group.
- Strategic Plan. Over the next month, each Board member and Nancy will review the Strategic Plan and submit final comments before the Board votes on the plan.

5. Director's Report

- Nancy reported that Systems Connect upgraded the security system to Verizon's 5G network. The cost was \$476. The previous Board purchased a safety mirror before the installation of the security cameras. Stef and/or Nancy will ask HYS if they need the safety mirror.
- In January the surge protector on the box of IT connections in the kitchen stopped functioning. Nancy reported that Chesconet determined that the library does not need a surge protector. Chesconet plugged everything into the PECO line. CCLS agreed with Chesconet.
- Nancy encouraged everyone to take the customer service survey.
- The Community Room will be used for various activities in March. The Community Seed Connection is stocked and open for seed borrowing. Susie began working with homeschool families and held a Valentine's Day program for them. The staff will work on a flyer announcing Art Around the Village and the summer programs.
- Nancy attended the February 3 Township Parks and Recreation Committee meeting, and the February 7 Township Board of Supervisors Meeting.
- Stats. Nancy has not received the final report from CCLS. The circulation of physical materials decreased 9.8% from December 2021 to

January 2022. The library was closed for 5 days. The average visits per day increased 23.3% from December 2021 to January 2022.

6. Adjournment

- The Meeting adjourned at 7:19 pm. The next Board meeting is March 15, 2022 at 6 pm at the library.

Respectfully submitted,
Lorraine Capra
February 15, 2022