

Chester Springs Library
Board of Trustees Meeting Minutes
September 16, 2025

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Beth Madarang, Caroline Perry, Library Director Nancy Niggel

Absent: Mark Quinlan

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:08
2. Approval of Minutes
 - a. A motion was made by Stef Anderko to approve the August minutes and seconded by Peter Kim
3. Treasurer's Report
 - a. Financially in very strong position, plenty of cash on hand to make decisions and payment on temporary location
 - b. Depending on lease for temporary location, it might make sense to pay a 6-month portion up front for budget balancing
 - c. We should assess how our investments are balanced and consider more stocks as we make our next decisions on temporary/permanent location options
 - i. Our cash return is about 4% and our yield is about 6.5%, typically stocks do about 10% overtime
 - d. Director's Report/General Updates
 - i. 2026 Budget
 1. Don't know the state income to be, should use last year's figures
 2. Will consider options for budgeting staffing
 - a. 1 full-time 6 months, 2 part time full year
 - b. 1 full time more senior person plus occasional part-time
 - i. Nancy to review what type of salary would be needed
 3. Nancy investigating other more tailored insurance options
 - a. Need to check to make sure Peter is bonded as part of the insurance
 - ii. Library Business
 1. Programming Calendar
 - a. Nancy made general calendars to show what happens every year in the month and rationale
 - i. Discusses how to structure the programming
 2. Explains what qualifications we are a silver status library
 3. Wants to add evaluation methods
 4. Only gap is in teen programming
 5. Aileen is organizing our books at Hankin

6. 10 new library cards were made
7. CNA audit for workman's comp audit was completed
8. SAM.gov U.S. Government system for federal grant funding. Our yearly account renewal has been approved for Oct. 2025 - 2026.
9. Nancy asked Longley Insurance for a quote on Directors and Officers Insurance.
 - a. Current policy will need renewed at the end of 2025
 - b. Protects against claims alleging wrongful acts, such as mismanagement, breach of fiduciary duty, and misrepresentation. Also protects individuals' personal assets and the company's financial stability from lawsuits
10. CCLS received a grant to allow member libraries to offer access to the Candid Foundation Directory Online Professional, previously had to travel to main branch to do this grant work
11. Brandywine Learning Center donated \$3,490 from their Wizard Fair event (the Center matches the proceeds and donates every year from the event); Nancy attended
12. CCLS has a Facebook page and an Instagram account that we can submit posts to and share posts from.
13. StoryWalk® at Walnut Hill Park
 - a. Nancy discussed the story walk with the Park & Recreation Committee at the Sept. meeting; everyone in favor and she will send a request to be added to the next possible township meeting to present
 - b. Price for StoryWalk® \$5500
 - c. Should order now, we will need to find place to store these items
14. Other purchases
 - a. Order picnic tables and email Joe at the township to ask about storage at one of the parks
 - b. Look into grant through for a laminator that will work for the StoryWalk® pages
 - c. We have some of the StoryWalk® books already
15. Developed Social Media Policy, out for Board review
16. PALA conference; library is covering conference registration fee, transportation, lodging and meals
 - a. Nancy is using the debit card to pay for expenses

4. Board Items

- a. Annual Appeal 2025
 - i. Kim sent meeting request to committee members

- ii. Need to review action plan, theme, milestone Dates
 - iii. Initial outreach end of October
 - iv. Items to share
 - 1. New location
 - 2. History of the library/history of community coming together
 - 3. StoryWalk®
- b. Update: WP TWP Meeting
 - i. Kim, Peter, Caroline and Nancy attended
 - ii. Very positive, it was good to have people learn more about continued efforts of the library
- c. New Location Search
 - i. Long-term Temp
 - 1. Anselma, not a great option
 - 2. Red Barn: nice option, smaller and expensive
 - 3. St. Peter's/Clover Mill
 - a. Positives
 - i. Good short-term option; good space
 - ii. Very positive community
 - iii. Church seems open to whatever we need to do to make the space our home
 - iv. Open to a lease within the same price range as our previous lease
 - b. Downsides
 - i. Tricky to find, inside a church
 - ii. Will being in a church put off any patrons
 - iii. Dangerous stairs to basement
 - iv. Will need to share the space with the church
 - 4. Joe's Garage
 - a. Need to plan a visit to determine viability
 - b. Various space options
 - c. Good location, with good visibility
 - d. Kim had positive first interaction with owner
 - 5. Review photos
 - ii. Property Acquisition: Keystone Grant Application
 - 1. Would need to partner with Township, they would need to submit the grant
 - 2. Process/Deadlines
 - a. Deadline is in November, and won't be available until 2027 if we don't do this year
 - 3. Grant matches dollar for dollar match; would need to understand how we would fund our part for a large purchase
- d. General Move in Next Steps

- i. Select location and secure lease
 - ii. Get new insurance policy
 - iii. Bring contractor to site, secure estimate, timing and start date
 - 1. Identify movers/contractors to install shelving, temporary rugs artwork, bulletin boards, etc.
 - iv. Opening day collection
 - 1. Nancy did check Ingram and Baker and Taylor for high interest library collections to have for under \$5,000
 - v. Work with CCLS and HYS to arrange for all IT and other supplies to be collected and transported
 - e. Board Check In
 - i. Running List
 - 1. Update this month and will discuss new process for keeping it updated
 - ii. Board Transitions
 - 1. Bud needed to leave the board for health reasons
 - 2. Stef will finish out this year
 - 3. Kim/Caroline to loop back with interested Board members from last year to gauge interest
 - iii. Board and staff trainings available, Caroline will send out list
 - iv. Board Officer Gmail; Peter to share information on new accounts
5. Important Dates
- a. Board meeting at St. Peter's Friday, Sept 19
 - b. Kim to set meeting with Joe's garage for Sept 19
 - c. HYS Autumn Open House, Oct 12
 - i. We will have a table
 - d. Board 101 training: October 25, 10AM-noon (Beth attending)
 - e. Annual Appeal Kickoff, early/mid Oct
6. Adjournment: Meeting was adjourned at 7:52pm
- a. Next meeting is October 21 at the Chester County Library

Respectfully submitted,
 Stef Anderko
 September 21, 2025