

Chester Springs Library
Board of Trustees Meeting Minutes
January 16, 2024

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Kim Marino, Drew Kirschmann, Library Director Nancy Niggel, and prospective Board Members Caroline Perry and Branden Hydutsky.

Minutes:

1. Call to Order
 - a. The meeting was called to order at 6:02 pm.
2. Approval of Minutes
 - a. A motion to approve the December Minutes was made by Kim.
 - b. The motion was seconded by Drew, and the December minutes were unanimously approved.
3. Treasurer's Report
 - a. Peter reported that CSL's revenue and expenses are close to running even, numbers might change slightly if any final changes from CCLS, but we ran about \$1,000 under budget.
 - b. In 2024 we plan to be slightly over year-to-year based on additional hires and be pulling from our dividends to cover the "shortfall" based on our recent hires
 - c. Have a lot of cash on hand, which is good since we are waiting on budget approval from state and will have to wait on state funds
4. Board Items
 - a. Action Item Review
 - i. Nancy reported that HVAC was checked Dec 28. All was in working order. Made some recommendations about replacing the filter with a disposable option since the old one did not seem to be maintained properly. Will provide estimates to Nancy.
 - ii. Stef followed-up with HYS about weight bearing records for meeting room. Might need to move forward with developing plans and then check plans with HYS; report was not done as we thought or they do not have the records.

- iii. Stef reported policies for trustees are in the correct places, Nancy to add policies to places in library for patrons and employees per policy document.
- iv. Vendor list from Tim, should be reviewed and does not include actual contact information, just list.
- b. Policy
 - i. Personnel Policy
 - 1. Need to update the personnel policy to include information about PTO for each staff member
 - a. Determined that unless otherwise stated in their offer letter, part-time staff would receive PTO equivalent to one week of their standard scheduled work hours annually
 - 2. Board will send email to staff about this and follow-up with adding to policy during policy review this year
- c. Summer Reading Carnival: Feb 19 10:30-12:30
 - i. Nancy will need volunteers for event and potentially for set-up, she will follow-up with Board (noted we still have Wegmans Card for use)
 - ii. Full event will be inside
- d. Fundraising
 - i. Really great response on the appeal, over \$18,000
 - ii. Plan to thank donors and check our year-to-year progress to appeals
 - iii. Check-in with longtime supporter Rosie Nicholas, she might like to be involved
- e. Lease Items
 - i. New process for lease checks being cut by CCLS
 - 1. Nancy needs to send a check request each month, along with a copy of the page from the lease stating the amount due and when it's due
 - 2. This needs to be sent 2 weeks prior to check needing to be cut
 - 3. Nancy will approve the request, but board should be aware of this process changing
 - ii. Nancy reminded HYS of providing snow plow invoice that we pay annually
 - iii. Renewal Review

1. Current lease: November 1, 2015- October 31, 2025, we need to let HYS know 180 days before of our intent to renew, first renewal is at same rate for another 5 years. Should be done by end of April 2025.
2. Option of third and fourth terms of 5 years can be added, but there is an option for the rent to increase (all other items in the lease remain the same). The library needs to let HYS know 180 days before the rent renewal date for each extension (basically by the end of April in their final year of each term). There needs to be an agreed upon amendment by June 1 of the final year of the existing term for official renewal.
3. Branden said he will provide another set of eyes on the full lease to review

5. Reviewed Director's Report

- a. Reviewed new Board President and Treasurer will need to sign financial forms
- b. Joe Sherwood's meeting will be in April, Stef already checked it is in-person
- c. Shared some top events and plans for February
- d. Went over meetings attended and plans for 2024 events with township
- e. Shared that the CCLS ILL contact was renegotiated at a rate closer to what it has been before which was a relief to the system
- f. Shared updated dates of operation for 2024
- g. Will be working on the state report soon
- h. Shared stats
 - i. Social media stats look fine
 - ii. Adding in website stats, gets a lot of traffic; good information to think about in future planning and how the breakdown of traffic mobile versus desktop
 - iii. Circulation stats all look good, reviewed full system stats
 1. Nancy shared that she looks monthly and we typically have been following the trends of libraries in general which is a good baseline
 2. Our circulation is about 50/50 in-person and digital content, good strategy for a library our size
 - iv. Even with door counter changes, door count was up

- v. Programming for the year was strong with slightly more programs/attendees from last year
- 6. 2024 Trustee Slate and Officer Vote
 - a. Voted in New Standing Members: Caroline Perry and Branden Hydutsky
 - i. Motion for approval was made by Peter and seconded by Vidhya
 - b. Voted in new Officers
 - President - Kimberly Marino
 - Vice President - Vidhya Krishnamoorthy
 - Treasurer - Peter Kim
 - Secretary - Stef Anderko
 - i. Motion was made by Drew and seconded by Caroline
- 7. Adjournment
 - a. Kim shared that she will provide email for the new year with requests for interest for committees and plans to divide responsibilities and training if applicable
 - b. The meeting was adjourned at 7:10 pm.
 - c. The next meeting is February 20, 2024 at 6:00 pm at the library

Respectfully submitted,
Stef Anderko
January 22, 2023