

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**February 20, 2024**

**Present:** Board Members Stef Anderko, Peter Kim, Kim Marino, Drew Kirschmann, Caroline Perry, Branden Hydutsky, Library Director Nancy Niggel, and Historic Yellow Springs Director Tim Compton

**Minutes:**

1. Call to Order
  - a. The meeting was called to order by Kim Marino at 6:11 pm
2. Tim Compton walked through septic maintenance and cost
  - a. Overview included one large sewer system for the whole village, which extends from the W Pikeland Twp Building to CSL. The system has 3 tanks and one pump station. It's unusual to have such a large septic system.
  - b. Concerns over the upper leach fields were raised last year by PA Dept of Health.. Walking inspection was conducted in December; the findings were: 1) no puddles, and 2) center pump station (midway up the hill) was almost full; the center pump station wasn't pumping due to a severed power line. Temporary fix installed and center pumping station is currently on a temporary electrical line. HYS is working with vendors to determine why pumps are cycling well above average (20-30 times/day vs avg of 5-6 times/day.) Current hypothesis is ground water infiltration due to gaps in sewer lines and clean out pipes. There exists a half inch gap in several of the clean outs located down by the art studio. Concrete holding tanks have been pumped down and evaluated for cracks. Tank integrity was fine. Pipes are clear of roots. . Reviewed full maintenance work because of how it affects the library and our sewer payments.
  - c. Discussion of shared cost for the library and approximately 9% usage? Based on lease, there is no obligation for maintenance outside the walls of the building. Tim/HYS will check their documents and follow-up with any other signed documents regarding specific sewage agreement.
  - d. In 2019 Chester Springs Library engaged a lawyer over concerns about sewer bill, which resulted in the Library and HYS agreeing to have the Library pay \$250 quarterly to cover usage rather than being billed.
3. Approval of Minutes

- a. A motion to approve the January Minutes
  - b. The motion was seconded by Peter, and seconded by Caroline; the January minutes were unanimously approved.
4. Treasurer's Report
- a. Received first quarterly tax bill from the township
  - b. Everything looks as budgeted/projected
  - c. Biggest difference for the projection of "shortfall" for this year is based on greater staff which will likely not remain constant
  - d. Projected to have dividends meet the shortfall which balances out
5. Board Items
- a. Library Staffing
    - i. Based on full staff capacity and needs to part-time staff, Nancy is going to adjust part-time morning hours to 3-6PM
    - ii. Discussed transition/succession plan for Programming Assistant Position when the time comes
    - iii. Discussed conducting a 90-day review with each of two new part-time employees to review current strengths and future plans
  - b. Action Item Review
    - i. Trustee List: Need to update the Trustee List and provide to CCLS (Agatha)
    - ii. Lease: Discussed lease, Branden gave an additional review prior to meeting, discussed that we do not need to wait until the 180 day mark to review, could provide notice earlier
    - iii. Meeting Room: Determined there is not likely existing information for weight bearing in the meeting room, will need to move forward with storage plan and determine weight bearing as needed
    - iv. Policies: All policies are in the correct places in the library for both patrons and employees and Nancy has copies for the appropriate patron policies
    - v. Vendor List: Keep this as action item, likely for a committee to work on
    - vi. Book Bin: Keep as action item for 2024
    - vii. Picnic Table: Keep as action item for 2024
    - viii. Social Media Policy: Keep as action item

- ix. Updated completed items status: Carnival, HVAC Maintenance
- c. Pushed review of Board Strategic Plan and Timing of 2024 Activities to March meeting.  
Kim to send email about what to prepare
  - i. Reviewed slide showing major Board Items/Activities by quarter
- d. Discussed Committees, general goals, responsibilities, and asked for volunteers
  - i. Budget Committee
    - 1. Goals/Task: Support libraries annual budgeting process and keep aware if plans need adjusting based on need/changes throughout the year
    - 2. Trustees: Peter (Lead), Kim (Nancy)
  - ii. Personnel Committee
    - 1. Goals/Tasks: To provide guidance and support in hiring and personnel management
    - 2. Trustees: Vidhya (Lead), Peter, Caroline (Nancy)
  - iii. Annual Appeal/Fundraising
    - 1. Goals/Tasks: Annual Appeal, Thank You Event, developing single printed piece for general distribution, updating general CSL website content around giving
    - 2. Trustees: Kim (Lead), Stef, Caroline (Nancy)
  - iv. Policies
    - 1. Goals/Tasks: Review policies and make sure documents are up-to-date
    - 2. Trustees: Stef (Lead), Branden
  - v. Facilities Maintenance
    - 1. Goals/Tasks: To provide support for building projects/ vendors including complete vendor list, basement cleanup, roof leakage issue, meeting room storage project, sewer discussion.
    - 2. Trustees: Peter (Lead), Drew, Branden, (Nancy)
  - vi. Friends
    - 1. Discussed whether we needed a group at the present time as the objective of a Friend's Group is to extend Board's reach re:

fundraising. Decision was Friends not currently needed but the Board remains open to one in the future should interest arise.

6. Reviewed Director's Report

a. Facilities Review

- i. Concerns over ice dam at roof seam creating leak inside library
- ii. Systems connect replaced the batteries for security system

b. Library Business Review

- i. PA State Data Report Signed by Peter and Kim
- ii. Senator Muth received grant for \$10,000 per library for decodable books (deadline to use is June). Need to determine how to use.
- iii. Legislative breakfast is Friday, April 5
- iv. Susie shared her work with homeschool families at the Governor's Advisory Council For Library Development

c. Provided overview of Staff, Social Media, Meeting Attended, and Programming

d. Shared stats

- i. All stats were strong
- ii. First time digital outpaced physical circulation
- iii. Programming for the year was strong with slightly more attendees from last year

7. Adjournment

- a. The meeting was adjourned at 7:59 pm.
- b. The next meeting is March 19, 2024 at 6:00 pm via Zoom

Respectfully submitted,

Stef Anderko

February 26, 2024