

Chester Springs Library

Board of Trustees Meeting Minutes

June 15, 2021 via Zoom

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Dorene Guistwhite, Lorraine Capra; and Library Director Nancy Niggel

Absent: Sarah Thompson, Wendy DeCicco

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:05 pm.

2. Approval of Minutes

- A motion was made by Vidhya to approve the minutes as submitted. Peter seconded the motion and the minutes were approved unanimously.

3. Treasurer's Report

- Peter reported that the expenses were slightly higher in May, possibly due to maintenance on the building. We are within the projected budget for the year.

4. Board Items

- We will meet in person at the library for the July 20 meeting. Stef suggested we meet in person on a quarterly basis or three times per year.
- We discussed eliminating the current \$1 per DVD fee. Some libraries want to eliminate the DVD fee and others think it is an important part of the budget. The Board agreed that there should be a consensus with all the libraries on charging a fee for DVDs. The Board voted unanimously to stop charging fees for DVDs, and to keep a check on the budget in case we need to charge a fee in the future.
- We are trying to share info on social media about the July 1 virtual event with author Riley Sager. We need to make sure payments for the event are credited to CSL.

- At the next meeting we will discuss a fundraising schedule for the annual appeal. We will focus on getting new people to donate small amounts, and encourage people who come often to CSL to donate.
- A few people have expressed interest in becoming involved with the new Friends Group. Stef suggested we plan a Group get together to help with the planting/gardening around the building.
- The vandalism to the Book Drop box was reported to the police. We have not received an update on the incident.

5. Director's Report/General Library Updates

- Nancy reported that we are not requiring people who are vaccinated to wear masks in the building and we are not asking visitors if they have been vaccinated.
- The shelves are attached and books are on the shelves.
- CSL has started summer programming.
- The HVAC had a summer check up on May 25. The technician said it looked good, but if there are future problems it will be difficult to find refrigerant. We will probably have to get a new HVAC. Nancy purchased a new blower for the system last year.
- Nancy will call Brandywine Water Company for a service call.
- Debra is working in the library building on Tuesdays and Thursdays, for a total of 10 hours per week.
- Nancy attended the first Community Conversation on renewable energy (Libraries Transforming Communities Grant). The next Community Conversation will include a book discussion.
- Nancy attended the June 8 District Librarians Meeting which discussed cataloging and adding a discovery layer, and ILL changes.
- Nancy attended the June 7 West Pikeland Township meeting where she gave the March Board Report.
- Nancy attended the June 3 Park & Recreation meeting.
- Nancy submitted summer reading information for the township's May

newsletter.

- Circulation of physical materials increased 9.9% from April to May. E material circulation increased 2.7% from April to May. Total circulation increased 6.2%.
- Our door count increased 55.9% from April to May. The YTD door count decreased. Nancy reported that we had 16 programs in May with a total attendance of 209.

6. Adjournment

- The meeting was adjourned at 6:53 pm. The next meeting will be Tuesday, July 20, 2021 at 6 pm at CSL.

Respectfully submitted
Lorraine Capra
June 15, 2021