

## **Chester Springs Library**

### **Board of Trustees Meeting Minutes**

**January 17, 2023**

**Present:** Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Kim Marino, Drew Kirschmann; Library Director Nancy Niggel, Prospective Board Member John Delphais and Nicole Richards, CCLS Development Director

#### **Minutes:**

##### 1. Call to Order

- The meeting was called to order at 6:01 pm.

##### 2. Approval of Minutes

- A motion was made by Peter to approve the December Minutes. Kim seconded the motion and the December Minutes were unanimously approved.

##### 3. Fundraising Discussion

- Nicole Richards, CCLS Development Director, discussed the three ways CCL receives estate bequests: a designation in a will, a percentage lump sum or a charitable remainder trust. Nicole suggested placing an insert in thank you notes to donors with info on estate planning. She suggested Board members call donors to thank them and ask donors if they would like more information about bequests and estate planning. Nicole stated that most bequests come from people who don't have library cards. When CCL received bequests, the Board was unaware that CCL was named in a will until the estate was opened. Nicole suggested we remind all donors that the library offers estate planning. If someone is interested, we should ask if they have an estate attorney or financial planner and offer to pass along 501c documents to the financial planner. Nicole reminded the Board that bequests go to endowment; donors want to see something tangible done with the funds, such as a project. The Board should think about long-term expansion and long-term goals. She suggested the Board articulate its goals so that we can explain to donors the use of the funds donated. Nicole agreed to send us one of the inserts used by CCL. She stated that the spring tax season is a wonderful time for fundraising. We should offer a personal tour of the library to donors who have not been inside the library for some time, and we

should highlight people who consistently donate. The Board discussed selling tickets and offering prizes for the spring Carnival event to promote summer reading. We will seek volunteers from local high schools to help at the Carnival (face painting). Nicole stressed that the Board should focus on expanding the donor base.

#### 4. Treasurer's Report

- Peter reported that CSL's cash flow is positive, and the library was under budget for 2022. CSL generated \$29,000 in capital gains. Peter stated that the investments are on pace to generate another \$30,000 in income in 2023.

#### 5. Board Items

- Kitchenette Status and Next Steps. John Delphais reported that the slop sink has been removed. He discussed shelf space and end panels with Nancy and the Board. The Board looked at color samples and chose a color for the counter.
- Appeal. Board members will make calls to donors in February. The Board will discuss fundraising at the February and March Board meetings.
- StoryWalk Project – Nancy reported that she will apply for a grant for permanent story walk stations installed at Walnut Lane Park. The stations are pages of picture books in glass with a story underneath. Nancy stated that the township will do the labor to install the stations. Stef suggested we include in the stations a map indicating the direction to CSL.
- Policy Review. Each Board member will review a policy and the Board will discuss and make recommendations on the policies in February.
- HYS Update. Stef and Kim will reach out to the new HYS Director to develop a stronger relationship between CSL and HYS.
- Drew attended the December Advisory Board meeting. He stated that Joe Sherwood discussed distributing library funds in a manner that is fair to all libraries in CCLS.
- Trustee Vacancy. The Board elected John Delphais as a member of the CSL Board of Trustees.

#### 6. Director's Report

- Nancy reported that she intends to have a book sale on May 14 during the HYS Art Around The Village event.
- Kimberton Whole Foods will offer round up at register to customers for the library.
- Nancy reported that the furnace froze during the cold temperatures in late December. Hayley Home Comfort serviced it, but the furnace needs to be cleaned and serviced in the spring. Stef suggested we obtain quotes on a service contract from other vendors.
- Nancy attended the District Librarians meeting, the West Pikeland Township meeting, the WP Parks and Recreation meeting, and Nancy and Peter attended the System Advisory Council meeting.
- In December, CSL reached 2341 on Facebook (down 19%) and 155 on Instagram (down 26%).
- Stats. Circulation of physical materials decreased 19.7% from November to December 2022. Circulation of E-materials increased 2.2% from November to December 2022. Total circulation decreased 10.2% from November to December 2022. YTD door count increased 30.4% from 2021 to 2022.

#### 7. Voting in New Officers

- A motion was made by Drew to elect the 2022 Board officers for the same positions in 2023. The motion was unanimously approved and the following officers were elected:

President - Stef Anderko  
 Vice President – Vidhya Krishnamoorthy  
 Treasurer – Peter Kim  
 Secretary – Lorraine Capra

#### 8. Adjournment

- The meeting was adjourned at 8:00 pm. The next meeting is February 21, 2023 at 6 pm.

Respectfully submitted,

Lorraine Capra  
January 21, 2023