

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**August 19, 2025**

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

**Apologies:** Stef Anderko, Walton Hill, Mark Quinlan

**Minutes:**

**1. Call to Order**

- a. The meeting was called to order by Kim Marino at 6.05 pm

**2. Approval of Minutes**

- a. A motion was made to approve the June minutes by Peter the motion was seconded by Beth
- b. The June minutes were unanimously approved

**3. Treasurer's Report and Library Assets**

- a. The group reviewed year-to-date financials and noted about \$147,000 in income with monthly expenses averaging \$5,000–\$10,000. They expect a surplus of around \$50,000 by year-end. The total investment portfolio is approximately \$640,000, generating about \$34,000 in annual interest, dividends, and capital gains.
- b. They discussed the library's conservative asset allocation (about 40% stock market, 60% bonds/cash) and how they might adjust to a more growth-oriented approach if the board decides to purchase or finance a new building.
- c. A potential capital campaign to raise \$400,000–\$500,000 for building acquisition was noted, possibly augmented by \$200,000 from the investment portfolio without depleting reserves.

**4. Director's Report**

- a. See attachments submitted by Nancy, limited time available for detailed review

**5. Summer Program Recap and Ongoing Community Engagement**

- a. Despite the building closure, the library still registered 273 participants in the Summer Reading Program (50% of typical turnout). They offered Science in the Summer and other children's events at alternate sites.
- b. Social media engagement increased 48%, reflecting strategic online updates during the closure.

**6. Annual Appeal and Fundraising**

- a. The group agreed to proceed with a "standard" annual appeal for late 2025, primarily expressing gratitude to community supporters who stood by the library amid the closure.
- b. They postponed launching a formal capital campaign until more clarity emerges on the building purchase timeline and location.

**7. Administrative and Board Process Improvements**

- a. They discussed legal requirements for email and record retention, citing potential FOIA requests and best practices to separate personal and library communications. Dedicated board Gmail accounts were mentioned as a next step.
  - b. The library's new Social Media Policy is near completion, with a separate brand/marketing guideline. A one-year programming calendar template is also under development.
  - c. The board will schedule a group photo in September now that membership changes have settled.
- 8. Local Financial Effort Requirements**
- a. Discussion of "local financial effort" for county/state funding: If the library's annual spending drops, future funding levels may be reduced. The library must maintain or exceed last year's spending of roughly \$26,538 on materials.
  - b. The group considered using surplus funds for new services or amenities such as a "Story Walk" project (cost around \$7,000), additional picnic tables (\$1,500 each), or other community outreach items.
- 9. Insurance Coverage Updates**
- a. Currently, property damage at the historical building (HYS) complicates insurance declarations. The library's agent was hesitant to modify existing coverage to allow off-site programming.
  - b. CSL plan to coordinate with another agent for broader "off-site" coverage, especially for community events and potential new programs.
  - c. Directors and Officers (D&O) insurance renewal is due in December. A potentially cheaper policy via USLI was mentioned, but the group will review policy details before making a decision.
- 10. Building Repairs and Timeline for HYS**
- a. The library remains closed due to storm-related roof and interior damage. A thorough cleaning and mold remediation by professionals such as SERVPRO will be necessary once insurance matters finalize.
  - b. No formal timeline received from Historic Yellow Springs (HYS) or the HYS insurance provider. The group remains skeptical about reopening any time before 2026.
- 11. Exploring New Temporary Locations**
- a. With HYS repairs uncertain, the team brainstormed alternate temporary locations within or near West Pikeland Township. They discussed vacant barns, church spaces, real estate listings, or potential collaboration sites via natural lands.
  - b. Rental rates of about \$20 per square foot would amount to roughly \$60,000 per year for a 3,000 sq ft space. The library originally utilized ~1,200 sq ft but is open to exploring flexible spaces.
  - c. A plan was set to compile a list of viable locations, filter out non-options, and approach relevant contacts. This process will feed into new discussions with township officials and possible philanthropic supporters.
- 12. Staff training:** Nancy Library director to attend library conference in Erie PA All business-related expenses, such as travel/mileage, meals and conference registration fee will be covered via the library credit card. Lodging was prepaid by Nancy and will need to be reimbursed by CSL
- 13. Meeting was adjourned at 7:50pm**

## **ACTIONS**

1. (Nancy) Contact the alarm vendor to reconnect outdoor cameras and arrange software installation on a library laptop.
2. (Nancy) Coordinate with the township (Brandon) about purchasing two picnic tables and potential storage arrangements.
3. (Kim) Email Joe at the township about the Keystone Grant feasibility and clarify potential township involvement.
4. (Nancy) Finalize the Social Media Policy draft and circulate it to the board before the next meeting.
5. (Peter) Create dedicated board member Gmail accounts for official library communications to ensure compliance with FOIA considerations.
6. (Fundraising Committee) Initiate the standard annual appeal process in early to mid-October 2025 with a "Thank you" theme.
7. (All Board Members) Refine the new location search list by end of September to propose viable sites and formulate a plan for short-term relocation.
8. (Kim/Caroline) Explore Natural Land Trust properties (e.g., Binky Lee, Bryn Coed) and Red Barn property Yellow Springs Road/113 to confirm any rental or shared-use possibilities.
9. (Beth) Attend the county's "Board Training 101" on October 20, 2025.
10. (Entire Board) Take a group photo at the September 2025 meeting.

Respectfully submitted  
Caroline Perry  
August 19 2025