

## Chester Springs Library

### Board of Trustees Meeting Minutes

October 17, 2023

**Present:** Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Kim Marino and Library Director Nancy Niggel.

**Absent:** Drew Kirschmann

#### **Minutes:**

##### 1. Call to Order

- The meeting was called to order at 6:04 pm.

##### 2. Approval of Minutes

- A motion to approve the September Minutes was made by Peter. The motion was seconded by Lorraine, and the September Minutes were unanimously approved.

##### 3. Treasurer's Report

- The current numbers for Income and Balances are on Google Drive.

##### 4. Board Items

- The Board discussed the Action Items. Nancy will inform the Board of her files/drive that includes the expiration date for the fire extinguisher.
- Nancy will submit the kitchen expenses to Agatha Lyons.
- The Board agreed to a one-year service contract with Jack Kunkle for the HVAC.
- Stef will post Board Member positions in the newsletter and on Facebook.
- Policies. The Personnel Policy will be updated for part time employees. They will receive a 3.5% raise, plus one week paid vacation equivalent to the amount of hours they work per week.

- Fundraising. Nancy will work on the poster, Kim will work on the message in the email. The online appeal will be separate from the newsletter.

#### 5. Director's Report

- There were many applicants for the open position at the library.
- Nancy made a preliminary budget and ordered graphics for the Annual Appeal.
- Nancy attended the October 2, 2023 West Pikeland Board of Supervisors meeting, the October 5, 2023 Parks and Recreation Committee meeting and the October 10, 2023 District Librarians meeting.
- Nancy will have a library advocacy table at the October 15, 2023 West Vincent Township day.
- Susie will demonstrate Kanopy on the big screen TV at the library on October 15, 2023, HYS's 301<sup>st</sup> Anniversary.
- Stats. Public computer and WiFi use decreased 23% from August to September 2023. Circulation of physical materials and E-materials decreased from August to September 2023. Year to date total circulation increased 10.7%.

#### 6. Adjournment

- The meeting was adjourned at 7:39 pm. The next meeting is November 21, 2023 at 6:00 pm.

Respectfully submitted,

Lorraine Capra  
October 20, 2023