

Board of Trustees Meeting
Tuesday, February 17, 2026, 6pm, Zoom

Board of Trustee Members Present: Kim Marino, Caroline Perry, Peter Kim, Beth Madarang, Janet Spaventa, Nancy Niggel (Director)

Absent: David Payne

Call to Order: The meeting was called to order at 6pm.

Budget & Financial Reports:

The treasurer's report was not presented because the numbers were just received a short time prior to the meeting.

Facilities & Legal Considerations:

Nancy shared quotes from a flooring company, highlighting cost differences between total laminate installation and partial hardwood/laminate. The Board of Trustees favored gathering another estimate before finalizing any approach. Nancy shared a draft of the floor plan she would like to see in the Main, Kids and Adult Fiction area. Improved shelving for the office and reception area was discussed as well as raising the height of the check-in desk. In addition, concerns about floor load-bearing capacity if shelving areas are shifted were discussed. Kim updated the Board of Trustees on a planned conversation/communication with HYS regarding changes in lease language that were needed to ensure the library could secure better liability coverage with Longley Insurance. Caroline Perry shared information about a local property that is up for sale. Positives: Open floor plan on two floors. Negatives: Heating system >50 y/o asbestos, cesspit, parking.

Policy & Personnel:

Caroline and Nancy are preparing to post a new position for one full-time staff member. The posting date is dependent upon confirmation of a library reopening date. However, the BOT advised that posting earlier would give maximum time to secure the best candidate—early March timeframe was suggested dependent upon the timeline for the internal building refit.

Beth discussed which policies were being reviewed: meeting room use, building policy, investment policy, and potential updates to PTO structures.

Service & Program Updates:

Nancy gave a snapshot of operational updates. There is limited availability for the GSK/Franklin Institute-sponsored Science in the Summer program due to increased demand from member libraries, and preference for holding the program on site versus at the Montgomery School. Nancy plans to hold a Science in the Summer program regardless as there are kits available through CCLS.

Nancy discussed plans for West Pikeland Easter Egg Hunt and that library staff would be filling the eggs. Kim discussed the Legislative Breakfast held at CCLS Exton. Beth, Kim, Peter and Nancy confirmed they would attend.

Nancy asked for the Board of Trustees support on crafting a 125-word statement on the library for the booklet provided at the Legislative Breakfast. Nancy also requested Patron stories. Kim will ask the Book Group for volunteers. Peter will consult with the Homeschooling group for stories.

Upcoming Key Dates:

2-Mar-2026: West Pikeland Supervisors Meeting–Nancy to present a quarterly report for the library.

Next Steps:

1. Kim will coordinate with Tim and HYS engineer to better understand the structural load capacity of the program room.
2. Peter and Nancy will work with the flooring vendors to confirm the flooring installation.
3. Kim will work on the lease language with Tim and HYS then provide the lease to Longley Insurance. They will draw up a policy based on the lease so that the library has appropriate insurance coverage.
4. Caroline and Nancy will finalize the hiring plan aiming to post the new position by early March if internal re-fit timeline permits.
5. Beth to share the timing of when the BOT will be needed to review policy updates (i.e., the Policy review plan for 2026) so that it can be added to the master calendar of BOT activities. continue reviewing policy updates and circulate draft revisions for meeting room policy and any related operational changes.
6. Janet to lead Fundraising Committee in activities related to reopening of the Library and Annual Appeal, detailing possible donor outreach strategies.