

## Chester Springs Library

### Board of Trustees Meeting Minutes

May 16, 2023

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

**Absent:** Stef Anderko

#### **Minutes:**

##### 1. Call to Order

- The meeting was called to order at 5:57 pm.

##### 2. Approval of Minutes

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

##### 3. Treasurer's Report

- Peter reported that CLS has cash on hand. The library's total income for April was \$29,022.31 and net income was \$15,900.47.

##### 4. Board Items

- Capital Expenses. Everything needed for the Kitchenette upgrade has been ordered. Stef will pick up the sink and faucet. We will schedule the granite installation after the cabinet installation.
- Nancy will look at Chester County Craftworks for a picnic table.
- Fundraising. The carnival on June 3 will be from 10:30 am to 12:30 pm. Nancy has games to be set up at 18 stations inside and outside the library. We would like the volunteers to arrive at 10:00 am. CSL will provide ice pops and water. Kim secured a gift card from Wegmans. Nancy will email the Board if she needs help before the carnival.
- The Board will discuss the donor follow-up letters and print piece at the June meeting.

- Policies. The Board approved the following:  
Staff Security Policy  
CCLS Internet Acceptable Use Policy  
Investment Policy

In June the Board will vote on the following:

- Personnel Policy
- Bylaws
- Room Use Policy
- Library Materials Selection Policy (Collection Development)
- Handouts and Display Policies.

The Board will review the policies every three years for continued appropriateness.

- HYS maintenance. Nancy reported that the new maintenance representative for HYS inspected the fire extinguisher in the library. We are in contact with Tim from HYS to set up a date for a meet and greet.
- CSL received positive mentions in discussion at the Legislative Breakfast on April 21.
- Vidhya and Kim completed PANO (PA Assoc of Nonprofit Organizations) training.

## 5. Director's Report

- Nancy reported that the HVAC spring maintenance was done on May 3. Nancy will send the next E-newsletter via Vega Promote.
- CSL is looking to fill the part time programming position.
- Susie will conduct Science in the Summer programs. CSL is looking for more prizes for Summer Reading.
- Nancy attended the April 3 West Pikeland Township meeting, the May 4 Parks and Recreation Committee meeting and the May 9 District Librarians meeting.
- Stats. CSL had 1.8K Facebook followers and 533 Instagram followers in April.
- Circulation of physical materials decreased 22.5% from March 2023 to April 2023. Circulation of E-materials decreased 6.1% from March 2023 to April 2023. Total circulation decreased

14.9% from March 2023 to April 2023. Year-to-date door count increased 29.4%.

#### 6. Adjournment

- The meeting was adjourned at 7:19 pm. The next meeting is June 20, 2023 at 6:00 pm.

Respectfully submitted,

Lorraine Capra  
May 20, 2023