

Chester Springs Library

Board of Trustees Meeting Minutes

October 19, 2021

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Sarah Thompson, Wendy DiCicco, Dorene Guistwhite; and Library Director Nancy Niggel

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:03 pm.

2. Approval of Minutes

- A motion was made by Peter to approve the minutes as submitted. Vidhya seconded the motion, and the minutes were approved unanimously.

3. Treasurer's Report

- Peter reported that the income has been consistent from month to month. The numbers will change when we receive the final statement from Vanguard. We received an increase in donations in September. CSL is running a net positive income.

4. Board Items

- IPS Document. Peter presented the Investment Policy statement which sets rules for the Board regarding managing and investing the assets of the library. It provides guidelines for eligible investments and for selecting and approving professional external investment consultants and investment managers, and removal of such persons when there is a conflict of interest. The Board will determine the distributions and balance amounts after we receive the final budget. The original endowment from the Township must be maintained. Stef said we will discuss the budget at the November meeting.
- Annual Appeal. Vidhya and Stef will co-write the appeal letter. The appeal will begin October 26 and run through Giving Tuesday and into December. We will ask people why they love the library, and target those who have not donated. Board members are asked to contribute during the first week of the appeal. Sarah has volunteered to write

Thank You letters to people who donated over \$100.

- Capital Projects. Nancy purchased a refrigerator for the staff kitchen. Our focus next year will be on critical adjustments to maintenance, using the IPS as guidance for expenditures.
- Strategic Plan. We received about 50 responses from the survey that Nancy developed. The focus groups will provide additional feedback. The goal is to get more people involved in the library. With the information from the survey and the focus groups, we will adopt the strategic plan and vote on it in January.
- Board Member Terms. Stef will discuss vacancies and plans for next year with Board members. Stef suggested a Board member who is not an officer could take a lead in the Friends Group.

5. Director's Report / General Library Updates

- Nancy reported that she renewed the library HVAC/heating maintenance contract for 2022. The refrigerator will be delivered in the beginning of November. Jennifer Egan, the new social media coordinator, has synced the Instagram and Facebook accounts, started a Pinterest account and is working on the CSL website. In November she will also start an adult book discussion group.
- A rough draft of the Budget is complete. Nancy made annual appeal coupons to go with the checked-out books. Nancy reported that she received the sales tax license certificate, and she was successful in having PayPal recognize the library as a nonprofit so less is taken out of each donation.
- In November we will have indoor story times and indoor playdough mornings. We have a well-attended women's writing group that meets on the second Saturday of each month. People enjoyed the first Mahjong game program. Another one will be scheduled.
- Nancy attended the October 4 West Pikeland Township Board of Supervisor's meeting, and the September and October District Librarian's meetings. She reported that CCLS requests that 25% of the 2022 book budget go towards e-materials; we will receive leased books through CCLS for high demand holds. Ariel advocated for the library at The Mill at Anselma on October 9.
- Our circulation decreased from August to September. YTD total circulation increased 7.5%. Our door count increased 34.6% from

August to September. Nancy reported that our numbers are on par with the other libraries.

6. Adjournment

- The meeting was adjourned at 6:37 pm. The next meeting will be Tuesday, November 16, 2021 at 6 pm via Zoom.

Respectfully submitted
Lorraine Capra
October 19, 2021