

Chester Springs Library
Board of Trustees Meeting Minutes

November 20, 2020

Present: Board Members, Melissa Geoghegan, Dorene Guistwhite, Kate Lamb, Sarah Thompson, Wendy DiCicco, James Dale; and Library Director, Nancy Niggel.

Absent: Allie Kring

Minutes:

1. Call to order
 - The meeting was called to order by Melissa at 6:02pm and was held by Zoom.
2. Approval of the minutes from October 2020
 - A motion was made by Sarah to approve the minutes as submitted. Dorene seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - Dorene reported that the CCLS financials for October still need to be amended.
 - 990 for 2019 has been filed.
 - We have also received a gift of securities, (approximately \$1,800), from a patron, these will be sold and added to the reserves.
4. Public Comment
 - There was no public comment.
5. Old Business
 - Melissa, Dorene, Kate & Nancy met with a contractor November 13, we are awaiting his quote to repair the outside of the porch extension. He suggested power washing the flat roof, removing the siding, rewrapping the OSB, and re-flashing the windows. He will also cut a French drain between the building and the concrete path. Nancy will also obtain a quote to replace the drywall in the fiction room. The Board will vote later by email to approve the quote if we decide to proceed.
 - Nancy has all the information to file for forgiveness of the PPP Loan, except the canceled cheques, which we will obtain from CCLS. TD Bank have also requested sight of bank statements, Nancy is working with CCLS to fulfil this requirement.
6. New Business
 - The Annual Appeal is going well, the Library has received \$5,136 in response to the email request. Letters to previous donors will also be mailed.
 - HYS require a certificate of insurance from the contractor before repairs begin on the porch. The new phone is working.

- CCLS is applying for more funds from The CARES Act through the State Library. Our share would be \$1,354, it will be used for PPE, cleaning supplies and tech to make programs virtual.
- Nancy presented the preliminary budget for 2021. Kate proposed we vote to approve the budget, seconded by Sarah. The Board voted unanimously for its approval.
- Door count and physical circulation are down from September, and year on year. eMaterials are also down from September, however, they are up compared to October 2019. Total circulation is holding steady.
- The Library will host a family trivia night by Zoom on November 25th. Online attendance to events has stayed strong since the spring.
- We again welcomed Stefanie Anderko and Lorraine Capra to tonight's meeting as prospective board members, as well as Vidhya Krishnamoorthy and Peter Kim.

7. Adjournment

- The meeting was adjourned at 6:40 pm. The next meetings will take place Tuesday, December 15th at 6pm at by Zoom.

Respectfully submitted

Kate Lamb

November 17, 2020