

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**June 17, 2025**

**Present:** Board Members Kim Marino, Peter Kim, Beth Madarang, Caroline Perry, Library Director Nancy Niggel; Late arrival: Stef Anderko, Walton Hill, Mark Quinlan

**Minutes:**

1. Call to Order
  - a. The meeting was called to order by Kim Marino at 5:42 pm
2. Approval of Minutes
  - a. A motion was made to approve the May minutes by Peter the motion was seconded by Beth
  - b. The May minutes were unanimously approved
3. Treasurer's Report
  - a. Last local government aid due in Oct, remaining income from grants & donation
  - b. Personnel expenses resulting in \$40K savings
  - c. Hold Harmless only covers door count and not expenses.
  - d. For 2026 in the funding formula CSL likely to receive less in state & county aid as the % is based on 2025 expenses if renovations and upgrades considered by BOT are not expensed by Dec 31, 2025
  - e. Rent relief agreed by HYS together with lease extension via phone call from Tim Compton
    - i. Kim asked for email/written follow-up for official message on both items
4. Director's Report
  - a. E-materials up, physical material down
  - b. Programming down but very similar to last year
  - c. Annual Review: 2025-2026 Proposed Objectives
    - i. Nancy looking into alternative models for how small libraries program/do outreach
      1. Use conferences to generate idea
    - ii. Nancy to look into getting membership in group for group small and/rural libraries again
  - d. Social Media Policy
    - i. Draft from Nancy in September
  - e. CSL Website
    - i. All seems up-to-date
    - ii. If there are any errors or updates that need to be made, send to Nancy
  - f. Posters for fundraising; Poster for future PA Library Session
    - i. This can align with the appeal, ideally for the end of the summer
    - ii. This could be part of ALA conference in the future if we want to present
  - g. Facilities
    - i. 6/6/25: noticed there is water damage to the ceiling in the adult fiction room and the lobby
      1. Kim sent pictures to HYS

- ii. 6/10/25: noticed the tarp was full of water from rain
    - 1. Kim sent pictures to HYS
    - 2. 6/13/25: Nancy, Bud and Peter met with ServPro Cleaners on Fri. June 13 to discuss what kind of cleaning might be needed post repairs
    - 3. No actual quote in the “quote” or scope or hours, just general information about what the cleaning would entail
    - 4. Need to follow-up to get actual quote based on the scope presented
- h. Library Business
  - i. Dollar General Literacy Foundation grant
    - 1. Nancy recommended we decline this \$1,000 grant because there is not enough time to plan activities, search for and purchase books and craft supplies, find a space to have 3 programs, and market it
    - 2. Dollar General said to reapply when we are back up and running for additional grants
  - ii. Nancy updated our Hold Harmless status with the Office of Commonwealth Libraries (OCLC) for June
- i. Meetings
  - i. June 4: Nancy attended Science in the Summer training at the Franklin Institute
  - ii. June 5: Nancy attended West Pikeland Parks & Recreation
  - iii. May 13: Nancy attended DLM Annual Member Services Agreement meeting
- j. Programs
  - i. Summer Reading has started, runs June 14 through August 9
    - 1. We have online and on paper options
      - a. Paper users will turn in their Summer Raffle tickets at Henrietta Hankin Branch Library
      - b. Paper Summer Reading information will be available at programs
      - c. Beanstack users will turn in digital tickets through their online account
    - 2. We have 25 prizes so far
    - 3. Website has been updated with Summer Reading information
  - ii. Summer in the Park Series begins Wednesday (tomorrow)
    - 1. 2 shows in June, 3 shows in July, and 1 show in August
  - iii. Science in the Summer is July 3
    - 1. Will happen at Montgomery School, everything looks like it will be smooth and no concerns over insurance
  - iv. Other summer programs include Family Yoga at Pine Creek Park, MakinMusic at the Montgomery School, 2 Stem Spark classes from CCLS, a visit from Princess Elsa
    - 1. Hold Harmless form will be used for all events until a new insurer is brought on and might continue even with new insurer

- v. Discussed future program opportunities with preschools and other type of audiences as community outreach and to promote the library to new users
  - 1. Could also request donations to offset cost/add donations

## 5. Board Items

- a. Policy Review
  - i. Hiring
    - 1. Changes were reviewed and approved: Peter made a motion and Caroline seconded: unanimously approved
  - ii. Employment
    - 1. Changes were reviewed and approved: Caroline made a motion and Mark seconded: unanimously approved
  - iii. Bylaws
    - 1. Changes were reviewed and approved: Peter made a motion and Caroline seconded: unanimously approved
- b. Update: Roof Damage
  - i. Waiting on HYS: Renovation Schedule, Engineers report, etc
  - ii. Kim to initiate meeting with HYS Board and Tim Compton to discuss status and hold-ups
- c. Insurance for off site activities
  - i. Need to get new Insurance provider
  - ii. Should work with new insurance provider to potentially insure both the library and Board as a bundled deal
- d. Lease
  - i. Kim received via phone confirmation, asked for email confirmation for both renewal and relief
  - ii. Will need to define next steps for lease renewal
- e. Optimize space plan
  - 1. Review list of ideas
    - a. Director and welcome area
    - b. Programming Room
    - c. Rearrangement of books from Adult fiction room to make the fiction room more private and/or include more storage
  - 2. Honey Brook/Space Planner
    - a. Nancy to take a trip to visit their renovations
  - 3. Load bearing and program room update
    - a. Kim did a right to know report from the township since the library is a public building; will get any information they have this week
  - ii. Emergency Action Plan
    - 1. Peter developed with Perplexity by inputting other emergency plans including other small libraries in the system
    - 2. Nancy to review and add details, board to review after
    - 3. Plan to vote in for August
  - iii. Personnel Committee

1. Committee will propose board trainings as general board professional development
  - f. Important Dates
    - i. July 3: Science in Summer Program at Montgomery School
    - ii. Schedule executive session for meeting scheduled in July since there is no meeting
    - iii. Meeting with HYS to be scheduled ASAP
    - iv. Fall Festival and open house celebration for HYS on Sunday 12 October
  - g. Adjournment
6. Meeting was adjourned at 7:50pm

Respectfully submitted,  
Stef Anderko  
June 17, 2025