

Chester Springs Library
Board of Trustees Meeting Minutes
September 18, 2018

Present: Board Members, Melissa Geoghegan, Allie Kring, Kate Lamb, Cesar Madarang, Sarah Thompson, James Dale.

Absent: Wendy DiCicco

Minutes:

1. An Executive Session was held Wednesday, August 29 at 6:45pm, to discuss personnel matters, and the appointment of Nancy Niggel as the Library Director.
2. Call to order
 - The meeting was called to order by Melissa Geoghegan at 6 pm.
3. Approval of the minutes from August 13, 2018
 - A motion was made by Melissa to approve the minutes as submitted. Allie seconded the motion, and the minutes were approved unanimously.
4. Treasurer's Report
 - Cesar mentioned that revenues may be less than expected for 2018, as we have not received grant monies this year. However, this shortfall will be offset by the gift from the Friends.
5. Old Business
 - Personnel Policy is being reviewed.
 - James will take care some of the minor issues raised by the Fire Safety Inspection conducted August 23, 2018.
 - Allie Kring will contact HYS and provide a list of items that require their attention.
6. New Business
 - Nancy Niggel will begin work Monday, September 24. Nancy McLaughlin will be at the Library September 26, for a handover of duties.
 - Volunteer Staffing, we have several new volunteers, who are obtaining the clearances required, these will be held on file.
 - Programming: Build- a- Band will be here each Monday during the Fall. The first class had 10 children and 8 caregivers. Lisa Wolfe asked if she may use the

Community Room for private music lessons. This was tentatively agreed, Fridays 4-6pm.

- A crafting class is scheduled for Tuesdays at 1:30pm, during October. This has received a huge response, and we will look to extend the program.
- Chester County is attempting to establish Comfort Centers, to be used in an emergency by the public. The Library does not meet all the criteria; however, grants may be available to bring it up to standard, we will explore this further.
- Fees & fines will be kept as is, please see the attached schedule.
- Privacy statement we will adopt as stated, to be in line with the other Libraries within CCLS, please see attached.
- Unanimous vote to sell the 3D Printer, card catalogue, and map stand through eBay.
- Agreed to purchase a new dark grey “water hog” mat to be placed in front of the circulation desk.
- Agreed to purchase a mirror to be placed opposite the main door. This will help the staff at the circulation desk to see if anyone is approaching.
- The Legislative Breakfast was held, September 14th, at Chester County Library, Exton. Several local state congressmen attended, along with the Chester County Commissioners. They all expressed support for the Libraries, and emphasis was placed on their importance as a community meeting place. It is hoped that funding may be increased next year.
- Brandywine Learning Center held their annual fundraiser for the Library, August 18. We received a cheque for more than \$1700. Melissa sent a thank you note and has added a comment on our social media sites.
- The annual fundraising letter will be mailed at the beginning of November.
- Welcome party for Nancy Niggel is scheduled for Thursday, November 8, @ 6:30pm.

7. Adjournment

- The meeting was adjourned at 7:15 pm. The next meetings will take place on Tuesday, October 16, 2018, at CSL.

Respectfully submitted

Kate Lamb

September 18, 2018

To ensure that all Member Libraries of the Chester County Library System are in compliance with the law stated in PA Library Code, 24 PA C.S. §9375 “Privacy of circulation records” and the CCLS Borrowing Policy concerning the confidentiality of library records, please note the following: Library staff cannot share information from library cardholder records with anyone other than the person named on that record

Card Holder age 17 or under • If a cardholder, age 17 or under, is not with the person picking up the hold, that person must have the library card or barcode number stored in an app. • If information is needed concerning current items checked out, fines owed, etc., the library will print out the record and mail or email it to the address on file.

Card Holder age 18 or older • If a cardholder, age 18 or older, wishes to authorize others to pick up their reserved items without presenting their library card or providing titles, an “Authorization to Pick Up Reserved Materials” form may be submitted. • If a cardholder, age 18 or older, is not with the person picking up their reserved materials, that person must have the cardholder’s library card or barcode number stored in an app or provide the titles of the reserved materials.

We will be happy to answer any questions or concerns you have about the policy and procedures.

9375. Privacy of circulation records. Records of the following institutions which relate to the circulation of library materials and contain the names or other personally identifying information of users of the materials shall be confidential and may not be made available to anyone except by a court order in a criminal proceeding: (1) The State Library. (2) A local library established or maintained under the provisions of this chapter. (3) The library of a university, college or educational institution chartered by the Commonwealth. (4) The library of a public school. (5) A library established and maintained under a law of this Commonwealth. (6) A branch reading room, deposit station or agency operated in connection with a library described in this section.

Fines and fees for Chester Springs Library at Historic Yellow Springs

Adult books/audio.....	25cents/day, maximum \$10
Children’s & YA books/audio.....	15cents/day, maximum \$10
Adult magazines.....	25cents/day, maximum \$10
Children’s Magazines.....	15 cents/day, maximum \$10
Adult & Children DVD’s & software.....	25cents/day, maximum \$10
Replacement Library card.....	No charge
Processing fee for lost materials.....	\$4.00

DVD Rental fee.....	\$1 for 1 week
Copies/Printouts, (Black & white)	10 cents/page
Copies/Printouts, (Color).....	25 cents/page
Fax (per page)	Donations accepted

- Most books & audio books are loaned for a 3-week period.
- Most DVD’s, videos and magazines are loaned for a 1-week period
- Some new DVD’s may be loaned for only 3 days