

Chester Springs Library

Board of Trustees Meeting Minutes

June 21, 2022

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

Absent: Kim Marino

Minutes:

1. Call to Order
 - The meeting was called to order by Stef at 6:03 pm.
2. Approval of Minutes
 - Approve of the minutes was tabled until the Board members receive answers to questions.
3. Treasurer's Report
 - Peter reported that the cash total is \$15,604. The numbers will change when we purchase and install the cabinets. The cabinets will be paid from Vanguard account funds. The investments reflect the downturn in the markets. Peter reported that there is ample cash on hand for expenses.
4. Board Items
 - A motion was made by Peter and seconded by Drew to move \$5,000 from the larger TD Bank account to the smaller account to be on hand for expenses. The motion was unanimously approved.
 - Capitalizing on Physical Space. Stef reported that Karen from HYS said we need to share any permits or documents for construction. Nancy does not think we need a permit to install the cabinets. The Board agreed to inquire at Home Depot about measuring the space for the cabinets. We will select the cabinets and hire a contractor to do the installation.
 - Karen has left HYS. The Board will reconnect with HYS and invite members to one of our meetings.
 - Financial Sustainability. At the July meeting, the Board will discuss messaging for the annual appeal. It will run from 10/26 to 12/9. We

discussed sending an email on the national day of giving, and outreach on social media. Stef suggested we leave notes in the library reminding patrons that their contributions pay for books, programming and facilities. We could include patron testimonials and photos of patrons outside the library. Vidhya suggested we leave slogan suggestions in the shared drive.

- The Board Deep Dive is August 2 from 5-7pm. Nancy suggested a Board member attend the Chester County Library Board meeting. Nancy attended the June meeting where they discussed retirement plans for full time staff.

5. Director's Report

- Nancy reported that the front corner flower bed is ready for plants as soon as HYS approves. Barbara Kelley, the new township manager, visited CSL on June 3. The top bookshelves now have a puzzle exhibit of famous paintings.
- Nancy will have a library table on July 9 at the milling day at the Mill at Anselma.
- Summer reading and programming. The first week of summer programs was a success. Over 100 people attended the Wizard of Color Puppet Show.
- The afternoon Science in the Summer will be July 6 & 7. We will partner on Yoga in the Park in the fall.
- Nancy attended the June 2 Township Parks and Recreation Committee meeting, and the June 14 virtual District Librarians meeting.
- Stats. CSL had a 48% social media open rate. Nancy said people are interested in the programs.
- Public computer and Wifi use decreased 63% from April to May but that could be due to CCLS changing from open Wifi to secure Wifi at the end of April.
- Circulation of physical materials decreased 12.8% from April 2022 to May 2022. Circulation of E-materials increased 5.4% from April 2022 to May 2022. YTD total circulation increased 6.3%. YTD door count increased 49.9%

6. Adjournment

- The meeting was adjourned at 6:59 pm. The next meeting will be July 19, 2022 at 6pm via Zoom.

Respectfully submitted,

Lorraine Capra
June 21, 2022