

Chester Springs Library Board of Trustees Meeting Minutes

Sept 19, 2023

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

Absent: Lorraine Capra, Peter Kim

Minutes

1. Call to Order
 - a. The meeting was called to order by Stef at 6:04 PM.
2. Approval of Minutes
 - a. A motion was made by Lorraine to approve the minutes. Drew seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - a. **ACTION:** Peter will update financials and notify Board once done
4. Board Items
 - a. HYS Preferred Vendor List
 - i. Nancy called Jack Kunkle re: HVAC and he will be coming to see what work needs to be done so that he can draw up an estimate.
 - ii. Leveling the Book Drop: Nancy e-mailed HYS re: Preferred Vendor List
 - iii. Connie's House: renovations ongoing.
 - b. Fire Extinguishers: Nancy brought them to Downingtown and had one recertified (\$7) and purchased a new one (\$113) **ACTION:** Add expiration date to calendar.
 - c. Push to 2024
 - i. Picnic Tables
 - ii. Replace well used plastic book drop-off bin that sits inside the library front door with a more user-friendly piece of library furniture.
 - d. Policies
 - i. Library behavior policy: HYS is OK with CSL Policy
 - ii. Does Hiring Policy belong in Employment?
 1. Vidhya couldn't access
 2. Nancy suggested to pull it out and create a separate hiring policy. Kim agrees
 - iii. The links to these policies are in Stef's e-mail to the Board with the materials for this meeting.
 - iv. Stef shared a document that listed how policies will be stored, shared and whether they are public or staff facing.
 - v. **ACTION:** Policies will be circulated over e-mail so that Peter and Lorraine can vote on them
 - e. Maintenance
 - i. **ACTION:** Stef to f/u w Tim 1) secure vendor list in case of emergency repairs and 2) discuss the Library Meeting room re: weight bearing potential for future installation of shelves/cabinets.
 - f. Fund Raising
 - i. There will be a teaser in November newsletter, which is distributed in October.
 - ii. Nancy to use same infographic.

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- iii. Theme ideas:
 - 1. Vital, Vibrant, Valued is the 2022 theme from Annual Report
 - 2. Possible because of you
 - 3. Tagline: Your support keeps us vibrant, vital and valued
- iv. Content ideas
 - 1. Only library in the system to offer Science in the Summer
- v. Committee to meet 29-Sept 2PM
- vi. Pam Jenoff event: 1-3 books were sold
- g. Prospective Board Members
 - i. Ad/request will be included in the Nov newsletters for CSL, HYS and West Pikeland, which are distributed in October
- h. Director's report
 - i. No staff news
 - ii. Applied for a Capacity Building Grant
 - iii. Eclipse glasses
 - 1. West Vincent Twp Day
 - 2. April 8 at Pine Creek Park
 - iv. HYS collaborations
 - 1. HYS 301st Anniversary: Library will have the big screen up with Kanopy playing
 - 2. Halloween night: Library will be open. It's a great trick or treat stop for working Dads.
 - v. Donation
 - 1. Brandywine Learning Center (\$4320 from Wizarding Camp)
 - vi. Park and Recreation
 - 1. Disc Golf
 - 2. Yoga in the Park
 - 3. TWP applied for a grant for a new playground (\$300K)
 - 4. Oct 11, 2023 5:30PM-6:30PM Environmental Advisory Council will give a Sustainability Talk.
 - vii. Statistics
 - 1. All Green except for Door Counter, which was installed in July
 - 2. Physical circulation up