

Chester Springs Library

Board of Trustees Meeting Minutes

March 16, 2021 via Zoom

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Lorraine Capra, Sarah Thompson; and Library Director Nancy Niggel and Joe Sherwood, Executive Director of CCLS

Absent: Wendy DiCicco, Dorene Guistwhite

Minutes:

1. Call to Order
 - The meeting was called to order by Stef at 6:05 pm.
2. Approval of the minutes from February 16, 2021
 - A motion was made by Sarah to approve the minutes as submitted. Peter seconded the motion and the minutes were approved unanimously.
3. Treasurer's Report
 - Peter reported that there has been little change in the account total from last month, \$497,824.67. Joe stated that CCLS received all the residual amount of state aid expected this year. Nancy received the 1099 information from Vanguard and she will forward it to Peter.
4. Board Items
 - The Board has reviewed the bylaws and agreed that they are effective. A motion was made by Lorraine to approve the bylaws for 2021 and seconded by Vidhya. The bylaws for 2021 were unanimously approved and will be saved in the shared drive.
 - DLM/SAC Review. There will be a virtual sign up for a virtual event with legislators. Joe explained that the goal is to have an individual board member from each library meet with the legislator. In prior years there was one large event where staff, trustees and legislators came together for a breakfast. This year the plan is for one legislator and one representative from each library to meet in May or early June. Carolyn Comitta represents the 13 libraries. We will have a meeting in advance to prepare. Lauren has reached out to the legislators. We will coordinate once we receive a date.

- Stef sat in on a few DLM meetings. She will let us know the date of the upcoming meetings.
- Peter attended the SAC meeting. Peter stressed that as a 501(c) nonprofit, the library cannot engage in any activity that could be construed as being political. We must act in the best interests of the library. We can interact with legislators, but the interaction cannot be construed as sponsoring or acting for a specific candidate.
- Stef asked about using the library for the Kristine Howard outreach. Joe said she is a current elected representative, and use of the library was part of her office hours. It was not an individual meet the candidate event. Honey Brook hosted a meet the candidates day where they invited all candidates. It was nonpartisan.
- A fundraising committee meeting will follow the board meeting to discuss the best tactics for fundraising and plans for a district wide author event.
- We want to generate interest in a new Friends Group. The Friends Committee will focus on getting people involved, and whether fundraising can be part of the Friends Group. Stef suggested we discuss these issues at the next Board meeting.

5. Director's Report

- Nancy updated Joe on the damage to the Adult Fiction Room from the hurricanes. She reported that Stellar Remodeling and Flooring will give her a quote to finish the mold, insulation and drywall repairs and a quote for installation of new carpeting. Nancy paid the contractor for his work on the outside of the building.
- Nancy sent Barbacane Thornton the information for Form 990. She deposited the \$2000 requested as a transfer into the small TD Bank account. She would like Peter to go to TD Bank to sign on to the small account.
- The State Report was filed March 12. This month Kimberton Whole Foods will match amounts that customers donate to round up their bills to the nearest dollar.
- The programs in March include live story times and a St. Patrick's Day craft kit. The Shakespeare Line by Line program was a success and will continue in the summer. In April we will have evening story times and a series of classes about elephants shared with Spring City.

- Nancy reported that the library received a \$1000 donation from The Mutual Fire Foundation.
- We are prepared for the summer reading program and have secured performers, teachers and presenters. We will split the cost for the Summer in the Park events with the township Park & Recreation Committee.
- Stef and Nancy attended the March District Librarians Meeting. Nancy and Peter attended the March System Advisory Committee meeting. Nancy attended the March 1st West Pikeland Township meeting, and the March 4th Park & Recreation Committee meeting to see how we can partner with them on the summer events.
- Stef delivered the CCLS 2019 Report to Kristine Howard's office. Nancy spoke to a staff member at Howard's office about partnering on programs.
- Nancy submitted the ALA grant application on renewable energy that she worked on with the Environmental Advisory Committee.
- The circulation of physical material was 1.8% higher than last month. The circulation of E-materials was down 8.2%. Overall circulation was down 4%. We are trending the same as all libraries in the county. 20% less circulation this year than last year.

6. Adjournment

- The meeting was adjourned at 6:50 p.m. The next meeting will be Tuesday, April 20, 2021 at 6 pm via Zoom.

Respectfully submitted

Lorraine Capra

March 16, 2021