



Board of Trustees Meeting Minutes

Tuesday, March 17, 2026, 6pm, Henrietta Hankin Community Room

Present: Board of Trustees: Kim Marino, Caroline Perry, Peter Kim, Beth Madarang (via Zoom), Janet Spaventa, and David Payne. Nancy Niggel-CSL Director, Kim Grandizio-Guest

Call to Order: The meeting was called to order at 6:06pm

Introductions: Kim Grandizio joined the meeting as a prospective board member

Approval of Minutes: January and February -Peter motioned, David and Caroline seconded, all approved.

Treasurer's Report:

- A. Current Financials: Balance and Income Statement -Discussion of closing cash account 028 and moving the funds to the Vanguard money market account.
- B. ServPro-Unauthorized cleaning performed and billed. Further discussion of the final bill will follow with our insurance carrier.

Director's Report/General Updates:

- A. Narratives and Stats
 - a. Break out STEM programs, number is total children and adults
 - b. Magazines on Overdrive circulation is strong
 - c. Quotes from Superior Flooring for flooring only and \$20,000 bid from Remaldo (\$65/hr)- painting, flooring, raising floor, installing bookshelves
 - d. Whomever does work needs insurance qualified by our insurance company (per Longley) and HYS
 - e. Longley sent a template of what is needed to qualify to do work
 - f. Longley insurance update-fire insurance should be paid for the first quarter
 - g. New policy overage should be ready by move-in (estimated June)
 - h. Caroline and Nancy are interviewing for a full-time employee
 - i. We will be charity for a bike shop opening
- B. Chester County Library System Customer Survey Result Requests:
 - a. More audio
 - b. Longer due dates
 - c. Wider programming
 - d. Increased hours
 - e. Genealogy database

C. Other Items of Note:

- a. Seed library-Nancy ordered seeds
- b. Partnering with Hankin for online Winter Sowing on 3/18/26
- c. Egg Hunt at Walnut Park-11am 3/28/26 with WP Park and Rec, rain date is 3/29/26
- d. Presented report to WP Township at the beginning of March
- e. Nancy is working on onboarding documents and will check with CCLS to see their manual
- f. Check with other libraries in the system before signing any new documents from Longley

D. Reopening Event:

- a. No definite date
- b. Carnival Fundraiser targeting end of May-late afternoon/evening (June 5)
- c. Janet is looking at local grocery stores for donations, restaurant sponsors, patron donations set up how to leave us in will as beneficiary
- d. Bookmarks with donation information
- e. Annual Appeal-August/September

Board Items:

A. Director Update

- a. E-mail access issues-
 - i. David needs trustee 1 email
 - ii. Beth will get one for secretary
 - iii. Janet cannot receive email as trustee 2
- b. 2026 Board Master Calendar
 - i. Reviewed March action items and status
 - ii. moved to April and upcoming items
 - iii. The BoT needs to thoroughly review for April meeting
- c. BOT Survey-This will be coming out to question members about perspectives on the board
- d. Miscellaneous
 - i. Thank You Card
 - ii. Strategic Planning Webinar: Looking Ahead
 - iii. WP TWP Requirements for CSL BOT-no restrictions on BoT membership and their township of residence

B. Facility Committee Update

- a. Reno plan timing
- b. Load Capacity Update-Tim said the main beam has been reinforced and shelving should be fine anywhere. Nancy asked that HYS check the plumbing since it was turned off for so long. Specifically, she wants him to check for leaks due to the numerous days with temperatures below freezing.
- c. Lease Amendment-Update with HYS
- d. ServPro Invoice-See Treasurer's Report

- C. Personnel Committee Update:
 - a. 7 applicants for the Associate Programming FT position from within CCLS, CC Job Board and Indeed, 3 interviews conducted so far with another 2 later this week
 - b. Nancy would like to conduct any second interviews in the library building
 - c. Agreed on 1 FT position supported by 2 PT positions
 - d. Need to advertise for the 2 PT positions based on when the library will open
 - e. Nancy would like to have the FT person start as soon as possible on programming. This work may be done remotely. (Post meeting note, Morgan accepted the position and starts on Monday 13 April)
 - f. Staff will need to set up the library once it is ready to be occupied.
 - g. Looking at having Scouts, National Honor Society students help with unpacking the books

- B. Policy Review Committee
 - a. Policy Review Plan
 - i. Reviewed: Bulletin Board Policy, Meeting Room Policy -Send around for BoT review, vote in April
 - ii. Reviewing: Employment Policy
 - iii. To Be Reviewed: Investment Policy-Investment training required-Peter-connect

- C. Fundraising Committee -see above notes under Director's Report

Important Dates

- A. March 7, 2026: PALA – Virtual Institute-No information received. Nancy will look into this.
- B. March 28, 2026: Spring Egg Hunt
- C. May 8, 2026: Legislative Breakfast -7:30am-9:00am, Kim, Peter, Beth, Nancy will attend.

Adjournment: *Next Board of Trustees Meeting: 6PM April 21, 2026, Henrietta Hankin Annex*

Motion for Kim Grandizio to join the CSL BoT

Caroline

David 2nd

All in favor