

Chester Springs Library
Board of Trustees Meeting Minutes
November 18, 2025

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Beth Madarang, Caroline Perry, Janet Spaventa; Prospective Board Member Sean Galicynski; Library Director, Nancy Niggel

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:09
2. Approval of Minutes
 - a. A motion was made by Caroline to approve the October minutes and seconded by Peter
3. Treasurer's Report
 - a. No concerns, still financially in very strong position
 - b. Going to be in a surplus, will see what costs can be frontloaded this year to help keep the budget balanced year-to-year
 - c. Have not accepted insurance claim numbers and those costs will cover some of the current outlays for expenses
 - d. Long-Term Strategic Visions for a Permanent Building
 - i. Overall, this is a long-term plan/strategy and would also need large individual donations and possibly land from the township or other donors.
 1. Next steps to be discussed internally and with the township after back into CLS at HYS
 - ii. In the short term we can begin the process to qualify for EITC credits
 1. Educational Improvement Tax Credit (EITC) option for larger donations
 - a. EITC allows Pennsylvania taxpayers to donate to approved educational organizations (like libraries) and receive a 90% tax credit on state taxes.
 - iii. Can look into using a Keystone Grant to fund the research into options and feasibility of the option
 4. Director's Report and Statistics
 - a. Facilities
 - i. CLS Library Building
 1. Nancy met with Servpro 11/6, began work on 11/7 and at the time of the meeting was nearly complete
 2. HYS clarified that the attached cabinets in the program room, the circulation area, and the kitchen do not need to be removed for the roof repairs to take place
 3. Nancy removed supplies needed for temporary location and sensitive documents from library prior to Servpro boxing and storing
 4. CCLS powered down and covered the IT equipment, can remain during construction

- ii. Temporary Space
 - 1. Ongoing conversations with Longly about insurance for new location, this will be a new policy and we will start an additional new policy to replace our current on the CLS at HYS building
 - 2. Waiting on final dates for move in, hoping early in the new year
 - 3. Will look to hire part-time (potentially temporary help) for the new space
- b. Library Business
 - i. 2026 State Budget had been approved
 - 1. 7.09% budget increase and how it will affect everyone's budget will be forthcoming, for now we are operating based on last year's funding
 - 2. We anticipate around \$20,000 for collection development
 - ii. Solvency to the end of Feb, will need to be changed when we move into the temporary space
 - iii. StoryWalk® materials have been ordered for Walnut Lane, West Pikeland will install
 - iv. Annual Appeal
 - 1. Budgeted for around \$18,000, currently have \$8,000 so far
 - 2. Email, letters and social media posts are ongoing
 - 3. Will close out with a final push around the holidays
 - v. Nancy went to the conference in Erie and will report our next month
 - 1. Built this conference into the budget for next year
- c. Stats
 - i. E-material is higher this year than last year
 - ii. Other stats are not counting for our funding this year, but will need to reopen these in some capacity when the temporary space opens

5. Reviewed Budget / Staffing

- a. Staffing/Staff wages are the biggest part of the budget
 - i. Projected to be \$123,000
 - 1. Projected to include, director's full-time salary, a new full-time program coordinator \$20/hr., and two part-time staff at around \$16/hr.
 - a. Discussed increasing the salary offered for the full-time to make sure it was competitive
 - 2. Reviewed schedule, three people at most times would be the ideal
 - a. Noted signing staff handbook and including notes about Saturday hours and restrictions about "flexing" hours in their offer
 - b. Include occasional Saturdays as part of the job requirements
 - ii. Noted that medical benefits up nearly 19% (over \$1,500+ monthly for Nancy)
 - iii. Materials/Books will need to meet or exceed the state's percentage recommendations, heavily focused on e-books
 - iv. Programming is relatively consistent with what it has been in the past

- v. Insurance will go up considerably to about \$6,200 to accommodate a more robust policy to cover us appropriately both at CSL and when we are out in the community
- vi. The board subsequently approved the 2026 budget

b. Capital Expenses

- i. Nancy to purchase new printer on this year's budget for \$750
- ii. Reviewed cost for laminator, to determine if we will purchase
- iii. Picnic Table: Nancy will reach out to the township contact to see if a green picnic table is still available. The public works can help with delivery or storage.

6. Board Notes

- a. Insurance Switch
 - i. The library expects to end its policy with Farmers and transition to Longley, factoring in coverage for the new temporary site and future space moves
- b. Library/Board coverage
 - i. December will involve travel for several board members
 - ii. Beth volunteered to serve as a primary contact in late December and early January
 - iii. The board discussed coverage for the January meeting, with Beth ultimately leading that session
 - iv. Nancy will finalize needed tasks before her own winter travels

7. Action Items

- a. Nancy
 - i. Connect with the Keystone Grant contact about feasibility/support funding for land or building planning
 - ii. Reach out to insurance broker and finalize switch to Longley for the upcoming lease arrangements
 - iii. Draft updated job descriptions for the new program coordinator and part-time positions, including schedule policies
 - iv. Coordinate with the township to confirm availability and delivery of the new picnic table for library outdoor use
- b. Kim
 - i. Follow up with Noreen at the township regarding potential land donations or specific parcels of interest
- c. Peter
 - i. Incorporate the final budget numbers into the financial statements and maintain readiness to shift investments if we decide on a major building campaign
- d. Beth
 - i. Prepare to serve as point person for the library board when multiple members are away in December/January and lead the January meeting

8. Important Dates

- a. 12/2: Day of Giving
- b. 12/6: CCLS Training: Law for Library Workers
- c. 3/7: PALA Virtual Institute

9. Adjournment

- a. Next Board of Trustees Meeting December 16, 2025 at the Earl Baker Conference Room at CCL

Respectfully submitted,

Stef Anderko

December 1, 2025