

Chester Springs Library

Board of Trustees Meeting Minutes

July 20, 2021

Present: Board Members Stef Anderko, Vidhya Krishnamoorthy, Peter Kim, Dorene Guistwhite, Lorraine Capra; and Library Director Nancy Niggel

Absent: Sarah Thompson, Wendy DeCicco

Minutes:

1. Call to Order

- The meeting was called to order by Stef at 6:12 pm.

2. Approval of Minutes

- A motion was made by Vidhya to approve the minutes as submitted. Dorene seconded the motion and the minutes were approved unanimously.

3. Treasurer's Report

- Peter reported that the numbers are not finalized, but look similar to prior months totals. The investments are performing well.

4. Board Items

- Financial Meeting Recap. Stef suggested implementing a plan for using the endowment in the Vanguard account and addressing all financial needs of CSL. It will be a structured document that can be passed to the next Board and list anticipated expenses (hiring needed staff, etc.), and emergencies that could arise requiring use of the funds. Nancy will have input. The Board will discuss this at future meetings.
- Peter looked at the insurance policy and said we have coverage for the contents in the building.
- The Board decided that CSL will no longer charge fees for DVDs. There is no fee to rent books on CDs.
- Staffing Discussion. Aisha accepted another job and will leave at the end of the summer. Ariel is full time. Nancy would like to hire someone to work 24 hours per week. We would like to have enough

staff to have the library open on Wednesdays until 8 pm.

- Friends Group. Stef reported that we have 5 people interested in joining the new Friends Group. We discussed having an orientation for the members to meet each other, signing them up for 2 or 3 hour blocks of time to volunteer, and presenting them with a list of duties and projects that they will be working on - holiday decorating, gardening and taking over the seed library, greeting people who attend programs. We agreed that it is important that the Friends Group decides how it will evolve.
- Annual Appeal. We will send letters via email to people who have attended programs, with an emphasis on people with young children. The letter should be personal, emphasizing why we are involved with CSL and why it is important to support the library. Nancy suggested that the new hire who works on social media can target the people who attend programs. We also discussed sending emails with testimonials from people who have donated.

5. Director's Report/General Library Updates

- Nancy reported that the electrician added a dedicated outlet box for the sump pump and another one for the dehumidifier. He charged \$295. Brandywine Water Company will service the water softener system.
- Nancy texted the contractor to look at a section of the roof that may need to be repaired. This is not on the front of the building that was repaired by the contractor.
- The next Community Conversation is July 26 at Pine Creek Park.
- We sold 4 out of 10 books from the Riley Sager Novel Tea event. Lorraine won the \$100 early bird raffle. She donated the winnings to the library.
- Nancy reported that the summer programs are going well. Summer reading started June 12. Ariel gave away more than 40 patches.
- In 2019 CSL partnered with Chester County 4-H to sponsor an FFL Jr. team. We received grant money to purchase Lego starter kits and team t-shirts. Every Sunday they met in the library. Nancy plans to meet with a prospective team and the 4-H advisor to discuss the 2022 season. We have the robotic equipment and we may purchase t-shirts for 2022.

- Nancy attended the July 6 District Librarians Meeting and the July 6 West Pikeland Township meeting. Peter will attend the August District Librarians meeting which will discuss the funding formula.
- Nancy reported that circulation of WiFi and public computers increased from May to June. Circulation of E-material decreased. The percentage of E-material in June 2021 decreased from June 2020. The door count increased by 3.3% in June from May.

6. Adjournment

- The meeting was adjourned at 7:40 pm. The next meeting will be Tuesday, September 21, 2021 at 6 pm at CSL.

Respectfully submitted
Lorraine Capra
July 21, 2021