

Chester Springs Library
Board of Trustees Meeting Minutes
May 19, 2020

Present: Board Members, Melissa Geoghegan, Wendy DiCicco, Dorene Guistwhite, Kate Lamb, Allie Kring, Sarah Thompson; and Library Director, Nancy Niggel.

Absent: James Dale,

Minutes:

1. Call to order
 - The meeting was called to order by Melissa Geoghegan at 6:01 pm and was held by Zoom due to the restrictions caused by Covid-19.
2. Approval of the minutes from April 21, 2020
 - A motion was made by Allie to approve the minutes as submitted. Sarah seconded the motion, and the minutes were approved unanimously.
3. Treasurer's Report
 - Dorene provided balances for the Vanguard Accounts as at March 31, they have reduced due to the recent fall in the market.
 - Dorene also provided a breakdown of income & expenses for March, and the year to date.
 - We have received \$19,255 from the PPP application through TD Bank. The funds are to be used for salaries and utilities within 8 weeks of receipt.
4. Public Comment
 - There was no public comment
5. Old Business
 - Reopening procedures were discussed. Nancy has attended CCLS Meetings and followed advice from the Office of Commonwealth Libraries. We will continue to update the plans as the situation changes.
 - A plexi-glass screen has been placed at the checkout desk.
 - CCLS are planning to add a self-checkout function in the Library app when patrons are back in the building. It is anticipated that curbside pick up will be available to patrons when the county enters the "Yellow Phase".
 - All returns will be placed in the book drop and isolated for 3 days before being processed.
 - The new library hours will be 10 am - 6 pm, Monday to Saturday. We will be closed on Sunday for the time being.
 - The van service will be back in operation before we open the building to patrons.

- A member of staff will process new items at home.
- It is likely that the Library will not open until July/August at the earliest.
- All fines have been cancelled until the end of June; patrons have been asked to keep all items at home until we have staff back in the building.
- Patrons who do not use social media will be able to telephone the library.

6. The Director's Report

- All circulation was through the Libby app during April, borrowing has increased.
- It is anticipated all programs will be online this summer, including yoga and Makin' Music. Summer Reading will be through "Read Squared", a program purchased by CCLS for the member libraries.
- Nancy continues to work with the Township on programing, however, at the moment we do not have any items scheduled.

7. Adjournment

- The meeting was adjourned at 6:50 pm. The next meetings will take place Tuesday, June 16 at 6pm at CSL/or by Zoom.

Respectfully submitted

Kate Lamb

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