

**Chester Springs Library**  
**Board of Trustees Meeting Minutes**  
**March 19, 2024**

**Present:** Board Members Stef Anderko, Peter Kim, Kim Marino, Drew Kirschmann, Caroline Perry, Library Director Nancy Niggel, Noreen Vigilante Township Supervisor; **Absent:** Board Member Branden Hydutsky

**Minutes:**

1. Call to Order
  - a. The meeting was called to order by Kim Marino at 6:04 pm
2. Conversation with Noreen Vigilante
  - a. Kim requested Noreen Vigilante come to the meeting as a former Library Board trustee and Township Supervisors to help library continue informal fact finding regarding the septic system in the village
  - b. Discussions helped to clarify various items: 1) We are the only HYS tenants, Salt pays the township and is a licensee (does not contribute the bills; 2) Aside from general maintenance, part of the issue likely is that the Mercantile being added to the system and potentially that Salt is expanding seating 2) The township supervisors have not seen a bill for the current work done, nor seen a complete projection 3) Owners of building/properties on the septic are considered “members” of the septic system, the Trustees feel that we would be unlikely to be considered members as we are only tenants, but would like clarification
  - c. Trustees determined that there is some confusion on what is being done and what is being required (and or requested) of various parties to pay, Noreen agreed that there is lack of clarity around the issues and a meeting with HYS for all involved parties could help streamline information process, Noreen offered to help by organizing this
  - d. Trustees decide to continue informal process for reviewing their lease with legal contacts to confirm that they should not be required to pay proportional costs, especially given the renegotiated set rate of \$250 per quarter and no history of being billed in the past for maintenance items
3. Approval of Minutes
  - a. Checked minutes and what we had for committees

- b. Will send out last minutes via email for approval with committee updates and edits updated
- c. New process for adding online Stef and Kim will provide PDFs of agenda and minutes and Nancy and staff will update to the website

#### 4. Board Items

- a. Employment Policy
  - i. Reviewed PTO/vacation portion of the Employment Policy
  - ii. Determined to change all vacation/sick to PTO and add information about “Director’s Discretion” for notification and approval of time
  - iii. Will recirculate prior to the April meeting for voting then to share with staff with email from Board
- b. Library Staffing
  - i. Checked in on staffing, no current changes in staffing, expecting changes to Programming Assistant Position position this year
  - ii. Nancy completed review with each of two new part-time employees and Susie to review current strengths and future plans, went well
- c. Pushed review of Board Strategic Plan to April meeting
- d. Legislative Breakfast Meeting April 5
  - i. RSVPed: Kim, Vidhya Peter, Nancy, Susie
  - ii. Discussed talking points: use programming highlights (re: SEED Library, homeschooling initiatives); high circulation especially E-materials, great township partners (Re: Egg Hunt, summer programs at the park)
  - iii. Next Meeting will include Joe Sherwood, CCLS Director
    - 1. Checked to see if any specific topics to share/discuss with him

#### 5. Treasurer’s Report

- a. Everything looks as budgeted/projected, very stable position
- b. While we intended to use our dividends to cover projected shortfall from additions of staff, we would not have to do that until September given our current run rate

#### 6. Reviewed Director’s Report

- a. Facilities
  - i. Security batteries updated by Security Company

- ii. HVAC fan updated by Jack Kunkle
    - iii. Toilet was unclogged by Tim Dean, now HYS will be using him as vendor as well
  - b. Library Business Review
    - i. Customer Service survey had good results
    - ii. State Report was submitted
  - c. Staff
    - i. As discussed above, reviews were completed
  - d. Social Media Stats
  - e. Programming Recap
    - i. Reviewed Feb programming, Seed Library up and running, Stacey's Blind Date with a Book idea was well received
    - ii. Community Egg Hunt coming up, Nancy requested support from Board
  - f. Summer Reading
    - i. 6 shows already scheduled at the park
    - ii. Using BeanStack for logging reading this year
  - g. Meetings
    - i. Nancy attend township BOS 3/4
    - ii. Nancy attended Parks and Rec 3/7
    - iii. Nancy and Peter attended DLM and SAC 3/19
  - h. Circulation and Library Statistics
    - i. All stats were strong, nothing of concern
7. Adjournment
- a. The meeting was adjourned at 7:33 pm.
  - b. The next meeting is April 16, 2024 at 6:00 pm at the library

Respectfully submitted,

Stef Anderko

April 3, 2024