

Chester Springs Library
Board of Trustees Meeting Minutes
April 16, 2024

Present: Board Members Stef Anderko, Peter Kim, Kim Marino, Caroline Perry, Branden Hydutsky, Library Director Nancy Niggel, CCLS Executive Director Joe Sherwood / **Absent:** Board Member Drew Kirschmann, Vidhya Krishnamoorthy

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:07 pm
2. Board and Joe Sherwood Introductions
3. Approval of Minutes
 - a. A motion was made to approve the minutes by Peter; the motion was seconded by Caroline
 - b. The March minutes were unanimously approved
4. Board Items
 - a. Sewer Bill Update
 - i. No meeting has been set up between involved parties, unlikely to happen
 - ii. Feedback from two lawyers that this would be beyond the scope of the lease
 - iii. Received water bill for \$499.64 based on usage
 1. Determined that this might be in error, and if not goes against the \$250 quarterly expectation
 2. Nancy to email the bookkeeper and tell them bill is in error, wait for corrected bill; will move forward paying the \$250 with corrected bill
 3. Waiting for additional communication from HYS per potential repair contribution/requests
 - b. Staff Luncheon
 - i. Decided to create a Staff Luncheon from the Trustees to kick off summer
 - ii. Nancy to determine time in June that might work
 - c. Reviewed Annual Plan

- i. Board Governance Training for new Board members will happen later this year, will receive communication
 - ii. Stef and Branden to develop plan for library policies
 - iii. Fundraising committee
 - 1. Donor thank you event
 - a. Kim to look for likely HYS event to attach the thank you event to
 - 2. Annual Appeal Planning
 - a. Will begin Fundraising Committee meeting for Annual Appeal after August meeting to start in October
 - b. Determined letter should go out with the initial email push
- d. Reviewed Committees
 - i. Everyone has assignments
 - ii. Determined no lease committee for the time-being
- e. Employment Policy Review
 - i. Reviewed new PTO section of Employment Policy
 - ii. Kim made a motion to approve and Peter seconded
 - iii. Employment Policy update was unanimously approved
- f. Reviewed Strategic Plan
 - i. Checked in regarding when next plan will need to be developed
 - 1. Development of individual library plans typically follows the Chester County System's plan, which is developed off of the County's plan which will likely be delayed
 - 2. Board should determine if current plan is working and adopt to continue with current plan extension
 - ii. Reviewed Goal 1: Capitalize on physical space
 - 1. Good success in rotating displays in library, developing space for storage, kitchenette project
 - 2. Look into developing/maintaining capital projects listen include these items as well as others
 - a. Picnic Tables

- b. Book Bins
 - c. Fixing book drop outside
 - d. Putting together list of items/priorities
 - 3. Discussed Website Updates
 - a. Determined that we should build new content and reorganize
 - b. Discussed whether we should redesign
 - c. Determined for further discussion at future meeting
 - d. Potentially build website committee, Stef volunteered to support
 - 4. Determined review different sections of the Strategic Plan at future meetings
- 5. Treasurer's Report
 - a. Plenty of cash on hand
 - b. Will be deficit planning until the West Pikeland tax check comes in, this is expected and causes no issues for operations
- 6. Directors Report
 - a. Facilities
 - i. Unclog drain, plastic cups in toilet
 - ii. April 2- Great Valley propane did maintenance, Jack Kunkle came to check it out after it shorted out. All seems to be working properly now.
 - b. Library Business Review
 - i. Additional cards per month 21 adult and 4 juvenile
 - ii. Cleaned up agenda/minutes portion of website
 - c. Staff
 - i. WP police responded to twice, maybe we need to update the alarm
 - d. Social Media Stats
 - i. Reviewed Social Media Stats
 - ii. Instagram is back
 - e. Programming Recap
 - i. Egg hunt huge success, 150+ people

- ii. Eclipse Part big success 400+ glasses were given out
 - iii. Spring Yoga is starting
 - iv. May 9 Book Sale in conjunction with the Herb Sale
 - v. May 6 State Trooper Storytime
 - f. 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
 - g. Circulation and Library Statistics
 - i. Physical items a little less in March, but nothing significant
 - ii. E-Circulation is up
 - iii. Programs and attendance looks good
- 7. Quick Review of Action Items
 - a. All looks in good shape, Kim updating
 - b. Quick discussion of PBDA Grant, determined not something we should pursue
- 8. Adjournment
 - a. The meeting was adjourned at 7:23pm.
 - b. The next meeting is May 21, 2024 at 6:00pm via Zoom

Respectfully submitted,
Stef Anderko
April 29, 2024