

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

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Mark Quinlin, Walton Hill, Beth Madarang, Caroline Perry, (arrived around 7pm), Library Director Nancy Niggel

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:10 pm
2. Approval of Minutes
 - a. A motion was made to approve the January minutes by Mark the motion was seconded by Peter
 - b. The February minutes were unanimously approved
3. Unscheduled Closing: Extreme Weather/Roof Damage
 - a. Tree came through front side of the building 2/17 during storm with lots of wind
 - i. HYS Board was immediately notified and took over the initial remediation plans (tarping, etc.)
 - ii. HYS insurance adjuster was already out
 - iii. Need to determine how HYS will handle their claim and what, if anything, would be the library's responsibility
 - iv. Electrician was in and there was a level of electrical damage, we can have the heater and fire alarm
 1. Need to notify HYS that we would like to have the security alarm on
 2. Need to check on the security camera and if anything with the temporary repairs might trigger it
 - v. CCL insurance adjuster was 2/19
 1. Mark is going to meet with Nancy and adjuster at 11:15 2/18
 - vi. HYS is going to pay for propane to keep the building heated while we are closed
 - vii. Branches started to be removed 2/17
 - b. Employee Wages
 - i. Check on the insurance policies and how they might subsidise employee payment
 - ii. We have our next meeting in a month and can rediscuss how to handle employee payment depending on repair progress
 - iii. Potentially revise Employment Policy to help prepare for situations such as these
 - c. Emergency Action Plan
 - i. Develop with starting point in our Covid action plan

- ii. Ask CCLS for their action plan
 - iii. Reference HYS emergency action plan
 - d. BOT meetings via Zoom for the foreseeable future
 - e. Opportunities
 - i. While contractor/construction teams are here
 - 1. What weight can the meeting room handle?
 - 2. Can the retaining wall in the basement be addressed
 - 3. Should we address anything with the HVAC
 - 4. Can they change the rain gutters to be more helpful in keeping water out of the basement
 - ii. Can we help support libraries with additional staff and/or to learn processes from other libraries, or do shadowing days
4. Treasurer's Report
 - a. No formal report
 - b. We might need to move some money to the TD Account to cover day-to-day expenses, Nancy will advise if that is needed
5. Directors Report
 - a. No formal report: Nancy is working quickly to develop plans for staff and materials
 - b. Nancy to send a email to let staff know they will be paid but will have responsibilities from home and/or at other libraries
6. Board Items
 - a. Vote on Officer Slate
 - i. 2025 Officers
 - 1. President - Kimberly Marino
 - 2. Vice President - Caroline Perry
 - 3. Treasurer - Peter Kim
 - 4. Secretary - Stef Anderko
 - ii. Mark motioned for the officer slate to be approved, Beth seconded
 - b. Completed 2025 Committee List and filled vacancies
 - i. Caroline will take the lead on personnel committee
 - ii. Beth volunteered to be part of the policy committee
 - iii. Bud volunteered to be a part of the facilities committee
 - c. Discuss a grant database managed by CCLS that CSL staff/trustees can have access to at the district center
 - d. Kim shared some training opportunities both for personnel and for grants and other items relevant to the board
 - i. New Trustee Training at CCLS (4/17 at 5pm or October 25 at 10am)
 - e. Legislative Breakfast April

- i. Everyone to RSVP individually for 4/14, 7:30-9
 - ii. Some training can be done from home
 - f. Policy Schedule to be reviewed in full at the next meeting
- 7. Adjournment
 - a. The meeting was adjourned at 7:23pm
 - b. The next meeting is March 18, 2025 via Zoom

Respectfully submitted,
Stef Anderko
March 2, 2025