

Chester Springs Library
Board of Trustees Meeting Minutes
August 20, 2024

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

Minutes:

1. Call to Order
 - a. The meeting was called to order by Vidhya Krishnamoorthy at 6:04pm
2. Approval of Minutes
 - a. A motion was made to approve the June minutes by Vidhya; the motion was seconded by Caroline
 - b. The June minutes were unanimously approved
3. Treasurer's Report
 - a. Running even, where we expected
 - i. Taxes arrived from township, most of our tax income is in, the majority of any additional "income" at this point will be from donations
 - ii. Income to produce about \$32,000 of income which will balance out the budget
 - iii. TD Bank needs additional money for day-to-day expenses
 1. Motion to add to TDBank account to bring total \$10,000 (about \$7,000)
 2. Kim made motion, Peter seconded and unanimous approval to the addition of approximately \$7,000 to TD Bank account to make the balance \$10,000
4. Board Items
 - a. Did you Know? Township Campaign
 - i. Kim connected with Noreen about including some value statistics to the township newsletter to help bolster their "Did you Know?" information
 - b. HYS Sewer Bill
 - i. Kim and Peter met with HYS Board member/Treasurer, Ed Metzler, and HYS Director, Tim Compton.

- ii. The concerns over sewer bill reading and billing are being discussed
 - 1. What is the difference between maintenance/upgrades/repairs
 - 2. We want clarification on usage. (HYS to provide meter readings.)
 - 3. Need to agree on what the language of the lease means re: total invoice and what we should be covering versus the \$250 agreement we reached
- iii. Looks like there are \$24,000 in repair expenses so far for the overall system
- iv. Peter developing questions for follow-up email, Kim with circulate
- c. Staffing
 - i. Received positive interested to posting for Children's Programming Associate
 - ii. Interviews underway and potential offer pending
 - iii. Reviewed feedback from exit interview (Peter and Kim)
 - 1. Good feedback. Great autonomy
 - 2. Wish she had a budget to control
 - 3. Space for adults to read
- d. Fundraising Subcommittee
 - i. Caroline drafted an Annual Appeal Letter; letter reviewed by Nancy, Kim, and Stef.
 - 1. Will go out via email and print
 - 2. Will be the basis for social media posting
 - ii. Donor Thank You Reception
 - 1. Date: Oct 20, 10-noon; prior to HYS Town Walk
 - 2. GiveAways
 - a. Stef will continue to look stickers and bags
 - 3. Need to know library building capacity and also the rider from insurance
 - 4. Invite list
 - a. Kim and Nancy working on it
 - b. Need to determine whether mailing or email is best

iii. 2024 Board Photo will take place at the Oct Meeting

e. Miscellaneous

i. In Nov/Dec, Board to discuss 2025 monthly meetings; when to schedule F2F vs Zoom meetings (e.g., preference for August mtg to be F2F since there isn't a meeting in August; is there a need to meet remotely anymore?)

1. For 2024, Sept and Oct will be F2F, Nov and Dec will be Zoom.
(This can be revisited, if necessary.)

5. Directors Report

a. Facilities

- i. HYS cleaned siding and cobwebs sweeping will take place soon
- ii. HVAC will be checked in the fall

b. Summer Reading - Big Success

- i. Numbers were higher online than expected
- ii. Gave away 100 patches

c. Library Business

- i. Additional library cards: June 27, July 33
- ii. Website redo: need to figure out what we need; Nancy has an Excel sheet from a Vendor where one can note what stays and what goes
- iii. WIX subscription increased from \$300 (3 years ago) to \$800.
- iv. Another person interested in the library board
 1. Need to follow-up and connect
 2. He fixed the bathroom door so that it clears the floor
- v. Brandywine Learning Center donated a part of the proceeds from their end of summer activity

d. Programming Recap

- i. Ice Cream social went well
- ii. Science in the Summer went well
- iii. Some summer programming left, not official "summer reading" programs
- iv. Break for storytimes until 9/9
- v. Fall Yoga starts this weekend in partnership with the township

- e. Circulation and Library Statistics
 - i. Door count is up year to year, finally about to see like stats year-to-year
 - ii. All stats for circulation were up
 - iii. Programs were up for the year, 4 less STEM, but overall was up
 - iv. Frisbee golf went into circulation in June; two sets returned w missing discs; revisit feasibility of maintaining full sets. Nancy to combine what we have.
- 6. Adjournment
 - a. The meeting was adjourned at 7:28 pm.
 - b. The next meeting is September 17, 2024 at 6:00pm in person, October meeting will also be in person

Respectfully submitted,
Stef Anderko
August 26, 2024