

Chester Springs Library
Board of Trustees Meeting Minutes
December 17, 2024

Present: Board Members Kim Marino, Peter Kim, Stef Anderko, Vidhya Krishnamoorthy, Caroline Perry, Mark Quinlin Library Director Nancy Niggel

Minutes:

1. Call to Order
 - a. The meeting was called to order by Kim Marino at 6:05 pm
2. Approval of Minutes
 - a. A motion was made to approve the November minutes by Peter the motion was seconded by Caroline
 - b. The November minutes were unanimously approved
3. Treasurer's Report
 - a. Deficit is right with our budgeted prediction
 - i. The additional annual appeal totals will cut down this number and put us into an even better position
 - b. Estimated capital gain expenses \$32,000 which is where we thought we would be and will give us a cash cushion for the upcoming year
 - c. State money should be coming on 1/6/2024
4. Reviewed Budget
 - a. The decodable books will count toward our 12%, but will not be a part of our total spend/budget
 - b. Unemployment expenses have been corrected
 - c. Kim looked into other recycling options
 - d. Kim asked for a motion for Aileen to be increased to \$16 an hour, Peter motioned and Caroline seconded
 - e. Kim asked for a motion for the budget to be approved, Vidhya motioned Caroline seconded
5. Board Items
 - a. 2025 BOT Positions
 - i. Checking to see if AI can help with minutes; Kim and Caroline to follow-up
 - ii. Vidhya would like to step down from the Board.

- iii. Stef and Caroline open to swapping into other roles
 - b. HYS Sewer Bill
 - i. Finalized deal that \$1500 a year for the duration of the occupancy of the building, will close out the year with \$1000 as it is
 - ii. Basement Cave In
 - 1. Kim to draft an email to Tim to clarify responsibility for the basement cave in
 - c. Fundraising Subcommittee
 - i. Annual Appeal
 - 1. We are currently sitting above \$11,000 in donations
 - 2. 91 people received a follow-up letter
 - 3. Final email to go out tomorrow via Nancy
 - d. January Meeting in person with Joe Sherwood
 - e. Kim to decide calendar for in person versus virtual meetings
 - f. Strategic Plan and Action log for conversation in January
- 6. Directors Report
 - a. Facilities
 - i. HVAC contract for 2025 renewed at same price
 - ii. Motion sensor for circulation desk needs to be replaced
 - b. Staff
 - i. Debra and Diane resigned due to family commitments
 - 1. Removed Debra and Diane from the staff listing on website
 - 2. We will not include volunteers on the website
 - ii. Staff luncheon Tues, Dec 31
 - iii. Received wage garnishing letter for staff member, pass onto CCLS and staff member
 - c. Library Business
 - i. 16 adults and 3 juvenile cards
 - ii. Need to sign authority form for CCLS
 - iii. 2025 raises have been entered
 - iv. We need a new printer, Nancy to follow up
 - d. Meetings
 - i. Nov. DLM/SAD meeting- Nancy and Peter
 - ii. Dec DL- Nancy

- iii. Nov. WP BOS- Nancy
- iv. Nancy Parks and Rec- Nancy
- v. Nov. Youth Services Meeting- Sam and Rebecca

e. Programming

- i. Great programming in Nov, very consistent with last year even with Sam being new
- ii. New Imagination Stations program where Pre-K kids pretend to be professionals like veterinarians and librarians
- iii. 90 People came to make centerpieces
- iv. Plans for an art gallery for MLK day
- v. Holiday stroll was a huge success for the library 125+ projects and bags of popcorn

f. Circulation and Library Statistics

- i. Facebook looks good, good engagement and reach
- ii. Down a little in total circulation month-to-month
- iii. Overall circulation for the year is up 9%
- iv. Door count is up year-over-year

7. Final Notes and Adjournment

- a. The meeting was adjourned at 6:59pm
- b. The next meeting is January 21, 2025 at the Library

Respectfully submitted,
Stef Anderko
December 17, 2025