

Chester Springs Library
Board of Trustees Meeting Minutes
June 18, 2024

Present: Board Members Kim Marino (arrived 6:35), Peter Kim, Stef Anderko, Vidhya Krishnamoorthy, Caroline Perry, Library Director Nancy Niggel / **Absent:** Board Member Drew Kirschmann, Branden Hydutsky

Minutes:

1. Call to Order
 - a. The meeting was called to order by Vidhya Krishnamoorthy at 6:15pm
2. Approval of Minutes
 - a. A motion was made to approve the May minutes by Caroline; the motion was seconded by Peter
 - b. The May minutes were unanimously approved
3. Treasurer's Report
 - a. Running even, where we expected
 - i. Depending on staffing adjustments, could potentially use less of the income from investment interest
 - ii. Income to produce more than \$30,000 of income which will balance out the budget
 - iii. Next check from the township should arrive in July
4. Board Items
 - a. Townships Did you know Campaign
 - i. Township is campaigning about transparency
 - ii. Library tax is highlighted and noted
 - iii. Kim/Nancy to contact about sharing some "value" stats in next Township Newsletter's section
 - iv. Determined to use a "value to community" message in annual appeal
 - b. Board Member Leaving
 - i. Drew Kirschmann will be leaving the board due to scheduling conflicts
 - ii. Nancy to feel out interest of other patrons

- c. Policy Subcommittee
 - i. Reviewed schedule and structure for policy review and documenting moving forward
 - ii. Review policies in September this year and make plans in February moving forward
 - d. Staffing
 - i. Susie Hawkins, Assistant Librarian, leaving and reviewed transition plan and position
 - 1. Scheduled exit interview with Susie for Friday, 6/21
 - a. Discuss overall succession planning, homeschooling programs, pipeline for replacement, etc
 - 2. Plan to determine best way to readjust staffing throughout July
 - 3. Post position in July and start to review options for replacement, likely to be a full time person
 - ii. Employment Policy, PTO adjustment
 - 1. Determined to adjust policy not to prorate vacation hours if employee leaves midyear
 - iii. Staff appreciation lunch
 - 1. Well received, plan to make it an annual event
 - 2. Board plans to contribute to the holiday potluck in December
 - e. Capital Expenses
 - i. Discussion Pushed to next meeting
 - f. Fundraising Subcommittee
 - i. Determined tentative date for Donor Thank You Event, Sunday, October 20
 - ii. Kim to send out meeting request for committee meeting
 - g. Action Item Log was updated by Kim
5. Directors Report
- a. Facilities
 - i. Some slippage of shingles, reported to HYS
 - ii. Handicapped spot has been cleared

- b. Library Business
 - i. Additional cards per month 26 adult and 1 Juneile
 - ii. Book Sale brought in \$206
 - iii. Decodable books coming from Senator Muth's grant have started to arrive, once in library, staff to determine plan to best usage
 - iv. Adding Gelli Arts Kits to library
 - v. Renewing Elmwood Zoo passes
 - vi. Nancy has a card for the new restaurant depot to purchase without tax
- c. Programming Recap
 - i. Summer Reading has begun
 - ii. First Science in the Summer is sold out
- d. Meetings
 - i. Nancy attended Decodable Books meeting
 - ii. Susie and Rebecca attended Science in the Summer meeting
 - iii. Nancy attended the BOS township meeting and gave report
 - iv. Nancy attended DLM and Agatha Lyons retirement brunch
- e. Circulation and Library Statistics
 - i. Overall we went down in circulation, nothing alarming expected to reset through the summer
 - ii. Overdrive continues to account for about half of circulation
 - iii. Overall visits to the library were up

6. Adjournment

- a. The meeting was adjourned at 7:52pm.
- b. The next meeting is August 20, 2024 at 6:00pm via Zoom

Respectfully submitted,
Stef Anderko
June 19, 2024