

**Town of Chester Public Library Board of Trustees Meeting**  
**Meeting Minutes**  
**February 17, 2021**

**1. Roll Call**

**Trustees:** Lynn Thomas, Judy Patterson, Bob Walp, Noelle McCrum, Vanessa Hutton, Ryan Hutton, and Linda Hales

**Library Staff:** Alma Alvarez, Library Director

**Friends of the Library Liaison:** Linda Taverni

**Town Board:** Karen Durose

**SALS -** Sara Dallas, Erica Freudenberger

**ADK Foundation -** Calli Brooks, President and CEO

**Community Member –** Linda Muench

**The meeting was called to order at 6:30 PM**

- 2. Introduction to the ADK Foundation** -Calli Brooks explained that the ADK Foundation is an institution that seeks to be a central, affirming element of communities which they seek to serve. They make lives better in the Adirondack region. They pool the financial resources of individual, families, and businesses to support effective nonprofits. The foundation is concerned with building both short-term and long-term resources for the benefit of people who live inside the blue line.

They are the largest grant-maker in the ADK region. They award between \$2-3 million a year. The foundation has different ways non-profits can invest their money. Each non-profit can decide what level of risk for their money. They are presently using the Vanguard company for investing.

**Vanessa –** gave a short talk about the Fiduciary Duties of Trustees. Each trustee was given the power-point presentation for their files. See Attachment.

- 3. Approval of the Minutes:** Bob made a motion to approve the minutes. It was seconded by Linda. The motion passed.

**4. Monthly Reports:**

**Director –** Alma informed the trustees that they are not planning live library programs this summer due to the Covid-19 pandemic.

The library will not be renewing the library's newspaper and magazine subscriptions due to the library's quarantine requirements. Once Covid-19 is over the subscriptions will be renewed.

A memo of understanding or contract between the library and the Friends of the Library need to be created to show ownership.

Sharon Berg will be working as an intern in the library as part of her Master's of Library Science internship project. She will reorganize the library's children's section. She will film a guided tour of the \children's area for the library's promotional use. (See attachment)

**Financial Officer** – Bob provided a summary of the proceeds and expenses of the Conroy property. Our net proceeds from the house is \$182,650.00. He also went over the 4<sup>th</sup> quarter trustee financial report. To date the library has spent \$78,328.42. With the FOL providing \$2,474.51 of that amount. Due to Covid-19 pandemic we are underbudget by \$6,756.09.

**Friends of the Library** – FOL wants an understanding about the ownership of the \$10,000 worth of Fine Arts books that they have purchased over the years.

The Dolly Parton Book club is off to a great start. So far at 18 children 1 through 4 years old have signed up. Each child will receive a book a month from Dolly's foundation. The books are being paid by the Glen and Carol Pearsall foundation. This foundation will cover the first year's expense. The second year will be covered by a donation from a summer resident.

**Town** – Karen let the trustees know that the municipal center will open when the covid-19 cases get lower. Our infection rate has to be down to 2%.

5. **Committees – Publicity** - Noelle reported that the recent library survey had 243 responses. A library survey distribution chart was provided to the trustees. This chart listed all the organization/groups that were sent surveys. The chart included contact names and membership numbers. Trudy and Ryan will report on the results at the March meeting.
6. **Conroy Property** – The trustees discussed what to do with the proceeds of the sale of the Conroy house. Bob will contact the ADK Foundation about their Money Market account.  
  
Lynn suggested we thank Rob by having *A Cookie of the Month* for the next seven months. Each trustee will sign up for a month and make cookies.
7. **Insurance** – The board will look into purchasing Directors and Officers Insurance for the trustees. Lynn is waiting for a response from Carpenters about the cost for a policy.
8. **Planting Seeds** – Remodel the circulation desk area and find a way to have more shelving

for storage. Video tape children explaining why they like a certain book. Then place a scan code on the book so other children can scan the code to hear why the book is a great read.

**9. The next meeting is March 17, 2021.**

**The meeting was adjourned at 8:15 PM.** Judy made a motion to adjourn and Linda seconded it. The motion passed.

Respectfully Submitted,

Noelle McCrum, Secretary  
Library Board of Trustees  
Town of Chester Public Library