

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

1. Roll Call

Trustees – Lynn Thomas, Bob Walp, Judy Patterson, Noelle McCrum, Vanessa Hutton, Ryan Hutton, Linda Hales

Library Director – Alma Alvarez

Town Board – Not present

Friends of the Library – Linda Taverni

The meeting was called to order 7:02 PM.

2. Approval of Minutes

Judy made a motion to accept the February 17, 2021 Board Minutes with the two corrections. (Under #4 Add a “s” to need and under Friends of the Library a comma after 18.) Bob seconded it. The motion passed unanimously. Linda made a motion to accept the March 3, 2021 Board Minutes as written and seconded by Vanessa. The motion passed unanimously.

3. Monthly Reports

Director – Trustees are requested to review and sign and return the Library policy on Ethics and Conflict-of-Interest certification form to Lynn by mail or email.

The Municipal Building was opened March 15, 2021. Services continue to be by appointment only. The library is open for in-person pickup and for limited browsing. Services such as faxing, printing, and coping will be available. Curbside pickup will continue. Days and hours will continue as in the past.

SALS has recommended that in its by-laws the board should specify the range of Trustee positions indicated in our charter (5-11), along with the number of current positions.

There was a discussion of Trustee Term dates. See discussion by the Board below.

Wendy will collaborate with the Minerva Central’s Third Room Program. The pre-recorded program will be a Virtual Story Time and a Sing-along. The show will be used during Spirit Week activities.

(See attachment)

Financial Director

A motion was made by Ryan to adjust the Trustee budget. It was seconded by Judy. The motion passed unanimously. The adjustments were the following:

From the Fund Balance: \$1050.00

To L7410.410A Lost Book Replacement \$100.00

To L7410.423 Training 350.00

To L7410.2 Equipment 500.00

To L7410.438 Membership 100.00

Friends of the Library

Linda reported that there are 32 enrollees in the Dolly Parton Book program. The children should get their first book in April. Participation in the Farmers' Market depends on Covid-19 regulations. The location is yet to be determined due to North Warren's school athletic programs. The back of the school may be in use by the school's sports teams. This year the Market will start in June. The FOL plans to sell books and raffle tickets for 5 or 6 baskets at the Market. The FOL is in discussions to hold a Wine Tasting in August or September. There would be no Silent Auction at the event. Raffle tickets would be picked for the raffle baskets at the event. Linda reminded the board that the FOL would still like to have a memorandum of understanding concerning the Book Arts collection. Lynn will work with Linda on this issue. Bob and Noelle requested that Trustees donate a basket for the FOL annual Basket Raffle. Bob suggested an ADK made liquor basket. Noelle volunteered to put the basket together.

Town – No report

4. Committees

Survey Update – The survey is not ready for the board. It should be available to the board in the next two weeks.

Library Development – Linda Hales reported that will have their first meeting March 31. The committee members are Ryan, Vanessa, Judy and Linda Hales.

Policies Up for Approval – Vanessa provided copies of the policies her committee reviewed and brought up to date. It was decided that the new policies should be put into a digital file on Drop Box and a hard copy put into the President's file. Also, each new policy should have the approval dates and renewal dates recorded on the bottom of the policy. To view the written policies, see the attachments.

Open Meeting – A motion was made by Vanessa to accept Open Meeting wording to be added to our by-laws. It was seconded by Bob. The motion passed unanimously. The wording is: In accordance with the New York State Open Meeting Law, all meetings of the Board are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by majority vote and the purpose recorded in the minutes of the open meeting. This wording will be added to our by-laws.

Sexual Harassment and Whistle Blower Policies – Vanessa’s committee renewed and updated these policies. A motion was made by Noelle and seconded by Linda to accept these two policies. (See attachment to view the two policies) The motion passed unanimously.

Trustees are to sign the Ethics and whistleblower statements and return them to Lynn.

5. Annual Report Approval

This year’s annual report by the library director was approved with the new updated policies. A motion was made by Judy to accept the 2021 Library Annual Report. It was seconded by Linda. The motion passed unanimously.

6. Open Meeting Law

It was noted by Lynn that Trustee meetings are announced in the local news media, and on the Trustee website as well as on the library bulletin board. The library also sends out an email to patrons announcing the Trustee meetings. The Zoom meetings are now being recorded and a transcript is available as of the March 17th meeting.

7. Old Business

Investment of money from the Sale of the property – Bob explained the various ways of the Trustees can invest the profits with the ADK Foundation. Judy made motion to invest the profits from the Convoy house. The motion was seconded by Noelle. The motion passed unanimously.

The money will be invested in the following ways:

\$100,000. 00 in the Main Pool

\$80,000. 00 in the Intermediate

The remainder will stay in the Glens Falls Checking account

Directors and Officers Insurance - A discussion was held concerning the insurance. It will cost \$653.00 per year. A question was raised about adding new trustees on to the policy after the policy has been purchased. Is the policy generic to whoever is holding a trustee position? or is it linked to certain names? The decision was tabled until Lynn can get a clear understanding to this question.

8. New Business

Resignation/ Recruitment – Letters of resignation were received from Bob Walp and Lynn Thomas. A motion to accept the resignations was made by Noelle and seconded by Ryan. The motion passed unanimously. The resignations are effective May 11.

Vanessa expressed concern over the rate of trustee turnover on the board, and moved that the board move into Executive Session to discuss whether there is a personnel issue related to this problem. Bob seconded the motion and it passed unanimously. The board moved to Executive Session at 8:10 PM. The board returned to an open meeting to finish New Business at 9:40.

Trustee Term Adjustments – Alma is working with the Town Clerk to get Trustees terms aligned correctly. There has been some confusion in the records over recent years. In the future, new Trustees will have their terms of office in the Trustee minutes. A Term of Office chart will be created to reflect everyone’s official terms of office. The chart will also include when each Trustee took their Oath of Office, when their terms end and if they are completing someone else’s term.

9. Planting Seeds – None

10. Next meeting: April 21, 2021

11. Adjournment – A motion to adjourn was made by Linda and seconded by Bob. The motion passed unanimously. The meeting adjourned at 9:40 PM.

Respectfully Submitted,

**Noelle McCrum
Library Board of Trustees
Town of Chester Public Library**

