

Town of Chester Public Library Board of Trustees Special Meeting Minutes

March 3, 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 – Not present

The meeting was called to order by Lynn at 7:02 pm.

2. **Approval of Annual Report** – A discussion was held concerning the library’s Annual Report. The report is due to SALS by March 5. Amendments or changes can be sent in after that date. It was decided to review and bring up to date some library policies. **Vanessa has volunteered to chair a committee to address policy review and revision/creation.**

The following motion was made by Lynn and seconded by Noelle. It passed unanimously. “Prior to the Board’s March 17th meeting, Vanessa’s committee will identify and prepare any policies needing immediate creation or revision, in order to be in compliance with the Annual Report. These policies will be sent out to the board in advance of the meeting. The new or revised policies will hopefully be approved on March 17th. “

Vanessa’s committee will include Bob, Alma, and Lynn.

3. **Appointment of New Hire** – Alma gave a short talk about the hiring process, number of applicants and why she selected the new hire. The following motion was made by Judy and seconded by Ryan. It passed unanimously. “I move that the trustees accept Susannah Stiehm as the new library aide for the Town of Chester Library.”

Ms. Stieham will begin in the next week or two.

The next meeting will be held March 17, 2021

A motion to adjourn was made by Linda and seconded by Judy. The motion passed. The meeting was adjourned at 7:31 pm.

Respectfully submitted by

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