

Town of Chester Public Library Board of Trustees  
**Meeting Minutes**  
**December 16, 2020**

**1. Roll Call**

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

**Library Staff:** Absent

**Friends of the Library:** Linda Taverni

**Town Board:** Karen Durose

Lynn welcomed Linda Hales as our new trustee.

The meeting was called to order at 6:45 PM.

**2. Approval of November 18, 2020 and December 2, 2020 minutes**

Judy made a motion to accept the November 18 minutes and Bob seconded the motion. Motion passed. Linda made motion to accept the minutes of the December 2, 2020 minutes with the correction of the spelling of Ellsworth. Ryan seconded the motion. Motion passed.

**3. Monthly Reports:**

**Library Director:** Alma was absent but sent in a written report. See attachment.

**Financial Report:** Bob reported that we are financially in good shape. The endowment has received approximately \$3200.00 in donations from the November solicitation letter.

**Friends of the Library:** Linda stated that the FOL hopes to open the Book Room for sales in January by appointment. The library will first notify book dealers then Friends of the Library and finally the public. The FOL committee has had many inquiries about Saturday hours.

**Town Board:** No report

**4. Committees**

There was a discussion of committee assignments. Lynn does not want anyone to feel overwhelmed with work. The Long - Range Plan should be

reflected in our committee work. AS each committee picks an objective to work on, committees need to include the library director in their discussions. By January 20, 2021 committees should have an objective picked out.

## **5. Other New or Unfinished business**

### **Motion Regarding Use of Town Accounting and Payroll Services.**

#### **Noelle made the following motion:**

It is hereby moved that the LBOT adopt the Town of Chester as custodian of the Library's accounting and payroll requirements and approves the use of Town of Chester accounting procedures and the implementation of the Town of Chester Employee Handbook.

**The motion was seconded by Linda. The motion passed.**

This move in no way cedes to the Town of Chester the Library's autonomy, the LBOT's primary fiduciary responsibility for the TOCL, or primary jurisdiction over Library employees and policies.

(For more information see attachment)

### **Survey Development**

The question of Saturday hours that was brought up recently has led to the desire to do a survey to find out more about what patrons want, what hours that would serve them best, services they access and appreciate, etc. The survey would provide input from the community on how to best serve their needs. Trudy Walp has experience and expertise in surveys. She has volunteered to put one together.

Board members will look at the Long - Range Plan objectives and think about where we could use some specific input. Ryan has volunteered to collect ideas from board members and will work with Trudy on this survey. Trustees should copy Lynn with their ideas.

Several ideas were generated on how to get out the survey online and where and how to distribute hard copies of the survey.

### **Slate of Officers for 2021**

Vanessa made a motion to accept the slate of officers for 2021-2022. Judy seconded the motion. The motion passed.

The slate is Lynn Thomas, President

Judy Patterson, Vice-President

Noelle McCrum, Secretary

Bob Walp, Financial Secretary

### **Book Handling in the Library**

There was a concern about touching books while browsing books in the library. Books are not quarantined for a week but put into a box and later sanitized. Only books put into the box outside are quarantined for a week. There are gloves available in the library for use.

### **Conroy Property**

The three leads we had for the property did not pan out. The trustees gave Lynn permission to list the property with Najer Realty. The listing agent will be Carol Monroe.

There is a question about an old \$25,000 home equity on the property. Rob contacted the executor of the property and there were no outstanding bills when the Conroys died.

The title has come in and Rob will read it and pass it on to us.

We may have to pay for Title Insurance and closing costs.

### **Training Certificates for the Sexual Harassment and Workplace Violence**

**Online Courses** – All trustees have completed and passed their course work. Certificates have been turned into the library and Town Clerk.

### **A Board of Trustees meeting schedule has been created and sent out.**

### **Grant**

**There is a grant opportunity from the ADK Foundation.** It is from the “Generous Acts” Grants. Lynn would like someone to volunteer to help her to work on the application.

## **6. Planting Seeds**

- \*Purchasing Hoopla for the library
- \*How can we transfer data from one officer to a new officer without misplacing or losing the data. May need to purchase an accounting software
- \*A book challenge for adults
- \*The need to use data we gather to evaluate how the library is doing
- \*A beautiful poem was read by Judy about libraries.
- \*Let's talk to the North Warren school about having student "Library Ambassadors" to volunteer in the library.
- \* A hope the Conroy house sells soon.

**The meeting was adjourned at 7:45.**

**The next meeting will be January 20, 2021 via Zoom.**

**Respectfully Submitted,  
Noelle McCrum**