

Town of Chester Public Library Board of Trustees
Meeting Minutes
February 19, 2020

1. Roll Call

Trustees: Lynn Thomas, Sandy Deak, Tom Sliva, Bob Walp, Judy Patterson, Trudy Walp

Friends Liaison: Linda Taverni

Town Board Liaison: Karen DuRose

Library Staff: Alma Alvarez, Library Director

President Lynn Thomas called the meeting to order at 1:00 pm.

2. Approval of Board of Trustees Meeting Minutes

•Judy made a motion to approve the January 2020 minutes, as presented. Bob seconded, all approved.

3. Monthly Reports

Director

•Alma noted the 2019 Annual Report was submitted. It will be presented at the March meeting.

•planning for the summer lunch program continues with food provided by the Regional Food Bank of NY. Details about time, location, etc to be determined. No transportation will be provided. Lynn raised question about having multiple delivery points around the area rather than one lunch distribution location.

•planning for summer programs has begun.

•Alma will be placing spreadsheets for various accounts on Dropbox. The Town of Chester 2019 final report is available.

Financial Officer

•Bob reported the Endowment Fund balance with the Adirondack Foundation was \$93,424 at the end of September 2019, down \$700 from the previous quarter. As of February 19, 2020, the balance was \$105,438. He emailed the ADK Foundation to inquire about how our trust fund is invested.

•still waiting for access to the online checking account.

Friends

•the Friends winter book sale will be February 21 and 22.

•Linda reported that Jack Bartlett contacted her regarding a Friends representative being on the committee for a community working group. Linda and Bob will attend their March meeting.

•The Trustees will be putting together a basket for the raffle at the Friends wine tasting event in May. Sandy volunteered to organize the basket which will feature local spirits from area distilleries. Each Trustee will donate \$10 towards it. Judy offered to donate a basket.

Town Liaison

Karen reported the room for the Seniors group is being painted but a specific date for its availability hasn't been set.

4. Committee Reports and Reorganization

“Thinking Beyond the Board”

- Lynn encouraged us to consider community members who we might consult for information and assistance relative to specific committee initiatives without becoming official or long-term committee members. Drawing upon the wealth of resources in the community to support our efforts is the goal.

Endowment Committee

- as of 2/5/2020, Alma reported the 2019 endowment fundraising total of \$5,930 from 61 donors.
- the January 2019 minutes (final version 2/16/2019) stated the 2018 endowment fundraising total as \$3,395 from 41 donors.
- this year’s fundraising represents an increase of approximately \$2,600 and 20 donors.
- reorganization: Sandy and Tom are the primary 2020 endowment committee members. Some discussion occurred about fundraising activities including finding a free venue to hold a fundraiser activity and/or doing a mailing as was done this past year. Alma reminded Trustees of agreement with the Friends about when each group would do its fundraising.

Policies Committee

- Tom would like us to decide which policies the Trustees feel are needed. Some policies are required by State Ed while some are recommended. Lynn proposed a study group. Tom and Trudy are the main committee members for 2020.

Publicity Committee

- this is a new committee. Sandy made a motion to form the committee, Judy seconded, and it passed unanimously.
- Bob will chair, with committee made up of library staff, a couple Friends, a couple Trustees, and Alma and Sharon. Sandy volunteered to be a Trustee member of the committee.
- some amount of publicity is already being done through the Friends and library staff. The purpose of this new committee would be to extend communication, attract new patrons, and improve attendance at library-related programs and activities.
- some immediate suggestions were submitting articles to local newspapers, listing events on the community calendar of NCPR.
- Bob will email tentative first meeting agenda to committee members.

Grants Committee

- Alma described a grant proposal to offer more “Tech Saturdays” at the Library prompting some discussion about contacts that have been made with the NWCS guidance counselor to have selected students provide free tech support at the library as part of their community service credits. A member of the Friends has been pursuing this possibility.
- Trudy is completing SALS continuing education grant application for the 2/28 submission deadline. The grant application includes a one-year Microsoft Office 365 license for 6 users and consultant fees (for Vivi Higgins) for a 2 hour workshop about Microsoft Word in order to facilitate working collaboratively on documents, publicity, endowment related publications, etc.
- workshop open to library staff, trustees and interested members of the Friends Board.
- date and time TBD, based on if we get the grant.

- a second SALS continuing education grant proposal will be submitted for the next cycle, due May 29th. This proposal will focus on funding for library staff and interested Trustees to attend

the annual NYLA conference in Saratoga (Nov 4-7). Discussion of the grant and Trustee interest will be revisited at our April meeting.

- Alma and Trudy will continue on the Grants Committee for 2020.

Technology Committee

- Lynn reported the Technology Committee is being temporarily “semi-retired” and will not be meeting on a regular basis. She presented a report highlighting the committee’s accomplishments. (See attached.)

5. Drop Box: How is it working?

- tabled for a future meeting.

6. Trustee Opening

- Lynn reviewed the resources for perspective Trustee candidates available under the “Governance” menu of the website. Tom shared several potential candidate names.

7. Long Range Plan Overview

- the Long Range Plan Committee’s meeting was rescheduled to February 20th due to inclement weather on February 7th. Lynn shared the agenda for the meeting and the timeline for completing the draft long range plan. The draft will be presented at the Trustees June meeting.

8. Other New or Unfinished Business

- None presented.

9. Library Development: “Planting Seeds”

- Lynn explained the purpose of this activity is to invite ideas related to the library; to share our imaginings and possibilities. The following “planting seeds” ideas were shared around the table:

- Lynn: have a presence in community parades

- Bob: monitor what patrons actually do and what they use when they visit the library

- Linda: library sled in the Downhill Derby

- Judy: make the library more welcoming: pot of coffee, hot water for tea, etc.

- Tom: Braille reading program; very large print books available

- Sandy: painted flat background “props” for kids to step behind and put their faces in

- Trudy: gallery exhibit that invites community members to share one work of art from their home

- Alma: make technology education more available

10. Adjournment

Tom moved to adjourn the meeting. Sandy seconded, all approved. The meeting adjourned at 2:35 pm.

Next Meeting: Wednesday, March 18th, 1:00 PM

Respectfully submitted,

A handwritten signature in black ink that reads "Trudy M. Walp". The signature is written in a cursive style with a large, stylized initial 'T'.

Trudy Walp, Secretary
Library Board of Trustees
Town of Chester Public Library