

**Town of Chester Public Library Board of Trustees
Meeting Minutes
June 17, 2020**

Roll Call

Trustees: Lynn Thomas, Bob Walp, Judy Patterson, Tom Sliva, Sandy Deak
Library Staff: Alma Alvarez, Library Director

President Lynn Thomas called the meeting to order at approximately 1:09 pm.

2. APPROVAL OF MINUTES

Judy made a motion to approve the May 20, 2020 minutes. Bob seconded the motion. Everyone was in favor.

Bob made a motion to approve the June 2, 2020 Special Meeting minutes. Judy seconded. All were in favor.

Sandy made a motion to approve the June 12, 2020 Special Meeting minutes, which was then seconded by Tom. All were in favor.

3. MONTHLY REPORTS

DIRECTOR

Director's Report dated June 17, 2020 reported the following:

Book drop will be opening for returns on Wednesday, June 17.

The Director could not provide a date for Phase 2 of the Reopening Plan, curbside service, to begin.

Full online Summer Reading program, a collaboration with the Town of Horicon Library, is set to go. Open to all ages 5-12 and 13-18. Begins after July 4 and ends August 22.

Close to completing arrangements for free lunch program which will begin in July. This project is a collaboration with North Warren Central School and Library, with the NYS Regional Food Bank providing the food.

Awaiting delivery of PPE donation from Warren County. Waiting for hand sanitizer dispensers and covers for key boards.

No word yet on the WIFI grant submitted in May, which is a booster for 6 miles. Will help signal and be available 24 hours a day.

FINANCIAL OFFICER

Bob reported there were no new transactions for May. A discussion of the budget amendments proposed at the April 22 meeting ensued. Bob will contact Craig Leggett about amending the 2020 budget with an eye toward reducing expenditures in anticipation of a reduced budget in 2021 due to the Covid 19 pandemic.

FRIENDS

Linda was not available to come to the meeting but sent a Friends update via email:

Wine tasting which had been postponed to September has definitely been cancelled.

There is a possibility of a book sale in the fall.

There are 7 baskets ready for a raffle. Tickets will be sold over the summer wherever they can, advertise it online, with drawing in September in order to raise some funds. A newsletter will be mailed by the end of this month with info on the raffle, how to buy tickets and push for membership dues.

Since the Farmer's Market is allowing non-food vendors the Friends are investigating trying to have their booth, but many of the volunteers are not ready to work in the book room or with the public.

4. COMMITTEE REPORTS

POLICIES

Approval of Emergency Closure/Reopening Policy: Until now there was never a written policy but was based on a case-by-case basis. Bob moved, Judy seconded, passed.

Reopening Plan: Phases 3-5: The board suggested revisions to the Plan. The revisions were read verbally by Lynn before the vote to approve the Plan. Judy moves to approve the Reopening Plan with changes, Bob seconds, and all approve. Lynn will send out the finalized, approved plan, which will be attached to these minutes.

Lynn asked Tom if he would keep us informed of any updates that come out related to recommended safety precautions/practices. He said he would.

PUBLICITY

Bob has talked to Loon Lake Association, Friends Lake Association and Historical Society. They agreed to share information among the groups and include each other in their newsletters.

The Director stated that she hadn't the time or knowledge of Microsoft Word to complete the newsletter slated to be completed by May 26. It was suggested that Microsoft Publisher could be used instead.

RECRUITMENT

Lynn spoke to Mindy Conway who said she would put our email recruitment letter on the Town website. It will also go on the Library Facebook page and make changes periodically. There is also a paper flyer which will be distributed to local businesses.

5. FUND RAISING

Lynn handed out a Fundraising Ideas list as well as posting potential fund raising ideas on Dropbox.

6. OTHER

-Alma mentioned the importance of getting the Long Range Plan finished along with the Minimum Standards. Lynn said that both are being worked on and won't be forgotten.

-Bob and John Sullivan volunteered to make and install plexiglass shields for the circulation desk. John will donate the plexiglass. Hardware for the installation was ordered and should arrive around June 24.

Next Meeting Wednesday, July 22 at 1 PM

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Lynn adjourned the meeting at 2:42 PM.

Respectfully submitted,

Sandy Deak, Secretary
Library Board of Trustees
Town of Chester Public Library