

**Town of Chester Public Library Board of Trustees**  
**Zoom Meeting Minutes**  
**May 20, 2020**

**Roll Call**

**Trustees:** Tom Sliva, Sandy Deak, Judy Patterson, Lynn Thomas

**Library Staff:** Alma Alvarez, Library Director

**Friends of the Library Liaison:** Linda Taverni

President Lynn Thomas called the meeting to order at approximately 1:30 pm.

**Acceptance of Trudy Walp Resignation**

Lynn read Trudy's resignation letter dated May 15, 2020. Lynn makes a motion to accept with a Thank You for all her contributions. Judy seconded the motion. All in favor except Bob who voted "No". Lynn says the "Ayes" have it.

**Approval of Sandy Deak as Secretary**

Lynn appoints Sandy Deak as Secretary for the rest of Trudy's term. Judy moves to accept which is seconded by Bob, and the motion passes unanimously.

**Approval of April 2020 Minutes**

Sandy made a motion to approve the April 2020 minutes, as presented. Bob seconded the motion and all approved.

**Monthly Reports:**

**DIRECTOR**

There have been no new cases of COVID in Warren County recently so Warren County is in a holding pattern to see how things go. Libraries are still in Phase 4 which approval time would be around July 4. Libraries would like to be moved to Phase 2. Alma will write up a plan for Phase 3 and Phase 4 to have ready should they be necessary. Lynn though it would be useful to have it ready.

SALS has filed a reopening plan with Warren County but the County has said it will ask for it only if needed. Tom says submission is only if requested.

Supplies: Alma has ordered most supplies. SALS is contacting Warren County to get supplies at some point in the future. The Library's limited budget is a problem. Tom asks if town is ordering the same supplies the Library needs. It seems the Town has all the supplies they need and will not be ordering. Lynn asks about plexi shields. Saratoga Library recommends getting at a lower cost if not pre-made. Ordering will be finished by the end of next week.

Quarantine Information: Quarantine information about handling materials is inconsistent. Lynn asks Alma if she had checked a CDC webinar. It seems the information is different at all sites.

Lynn tells Alma she appreciates her report. If there anything else we need?

Traffic Patterns: May need to spend money advertising the reopening and announcements. Bob asks if we are required to advertise. Alma says no but that it is important to get the word out to the public.

Alma says Wendy and Sharon have been promoting the Library. Alma asks that we try to promote the Library whenever possible.

WIFI Connections: Sharon investigated digital areas in the parking lot using different digital devices. It seems that different devices do or don't get service and different areas in the parking lot do or don't get service as well. Alma is investigating a grant for free connections but as of now has not received information about receipt of the grant.

*Lynn asks Bob if he would mind letting Linda go ahead of him first with her presentation. Bob agrees.*

## FRIENDS

Wine Tasting: Linda states that at the last Friends' meeting there was discussion concerning holding the Wine Tasting in September. Not only would there not be sufficient ticket sales due to wariness of attendees but also noting that local business donations may not be available. Thus, there will be no Wine Tasting this year.

Book Sale: The workers are not seeming comfortable working with the public as well as donated books. They state they want to wait until there's a vaccine.

Farmers Market: It will be opening the second week of June and move to the back field. Only food products will be sold. Entry will limit the number of attendees at one time.

There will also be no summer programs or lecture series. The donation from the Friends of \$7,000 has been reduced to \$4,600 less \$1,400 which has already spent, leaving \$3,200 for the rest of the year.

## FINANCIAL OFFICER

Financial Officer's Report is attached. There were no expenses in April. It also shows approximately a 19.4% decrease in the market value of the Endowment Fund. Bob and Alma talked to Craig at a preliminary Town Budget Meeting at which he mentioned possible Library budget cuts next year of somewhere in the area of \$2,000. Bob then made cuts of \$3,100 and added it back into the Library fund balance. This shows entire funding from the Town still in place. Income is theoretical since no one is aware of how much Warren County might contribute. Alma also expects cuts from the State.

*Lynn recommends working on communication between Friends and Board of Trustees.*

Lynn was proposing discussion of plans to raise money in different ways. Tom says fund raising will not be happening in the next 6 months. Judy agrees to wait until the meeting next week for this discussion. Everyone agrees.

**Meeting next week will be Thursday, May 28 at 1 PM.** It will be outside at Sandy's house. Directions to be emailed to everyone. Lynn will revise the agenda.

Lynn adjourned the meeting at 2:42 PM.

Respectfully submitted,

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