

**Town of Chester Public Library Board of Trustees**  
**Meeting Minutes**  
**November 18, 2020**

- 1. Welcome and review agenda** Lynn welcomed new Trustee Ryan Hutton to the board. The November 18<sup>th</sup> agenda was briefly discussed. Lynn called the meeting to order at 6:34.

- 2. Roll Call**

**Trustees:** Lynn Thomas, Judy Paterson, Bob Walp, Noelle McCrum, Vanessa Hutton, and Ryan Hutton

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

**Friends of the Library Liason:** Absent

**Town Board Liaison:** Karen DuRose

- 3. Lynn: Reflections**

Lynn reflected on the past ten months. Its been a difficult year with Covid-19 and the restrictions it imposed on the library. Everything from the library closing to the quarantining of the returned books in boxes. And the trustee meetings being done by Zoom meetings. She felt that trustees and staff have learned a lot. There have been many meetings – A high of 16 to 18 meetings. Coming in December/January we will have a new start with the Covid-19 vaccine. The trustees will have a new fresh start with the long-range plans that will soon be developed and new trustees. Lynn envisions rebuilding relationships between trustees and staff. AND that the trustees should relax more.

- 4. Approval of Minutes**

**October 21, 2020** – Judy made a motion to approve and Bob seconded. The motion was passed.

**November 9, 2020** – Bob made a motion to approve and Judy seconded.

- 5. Monthly Reports**

**Director's Report** – November 2020 (See Attachment) Alma reminded Trustees that it is time to complete the Sexual Harassment and Workplace Violence Prevention courses. Copies of completion certificates need to be turned into Alma and to Mindy, the Town Clerk by December 1. Trustees do not need to do the “Right to Know” course which is for staff only.

**Financial Officer's Report** - Bob said there not much to report. We are doing fine. The two nice donations. The fund-raising letter that was sent out in October has brought in \$1000. More donations were received and have not been tabulated.

Bob suggested the motion to move \$526.00 from L2705 Gift and Donations to L740.2 Equipment. This motion supersedes the motion from last month. Lynn made the motion and Judy seconded the motion. The motion was passed unanimously,

**Friend of the Library** – No report

**Town Board** – No report. Karen wished everyone Happy Thanksgiving.

**6. 2021 Slate of Officers** - Lynn presented to the board the slate of 2021 officers. The slate is:

President – Lynn Thomas

Vice-President - Judy Patterson

Secretary – Noelle McCrum

Financial Officer – Bob Walp

Bob made a motion to accept the slate of officers and Vanessa seconded it. The motion passed. The election will take place at the last meeting of the year.

**7. New Business:**

**Data Retention**

Judy made the following motion and Ryan seconded it.  
The motion passed unanimously.

- Record Retention Disposition Resolution RESOLVED, by the Board of Trustees of the Town of Chester Public Library of the Town of Chester, Warren County, New York, that Retention and Disposition Schedule for New York Local Government Records (LGS-1),,issued pursuant to Article 5-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein FURTHER RESOLVED, that in accordance with Article 5-A:(a, only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1),, after they have met the minimum retention periods described therein;(b, only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

### **Fund Raising Letter**

As of November18 the fundraising letter has generated \$1000.00 for the Endowment Fund.

### **Grants**

The libraries in the state will receive a new grant from the state government. SALS will have to apply for grant monies. More information to follow.

CARES Act – The trustees are waiting to hear from about whether SALS will offer libraries an opportunity to apply for a tech-related grant linked to the CARES Act.

Possible tech grant opportunities are coming in addition to the postponed tech training grant. The postponed tech grant will provide training for the board and staff in word processing.

Dropbox- Status Check Not everyone is comfortable using it yet.

### **Recruitment**

More trustees are needed. Lynn suggested that the trustees collaborate with other organizations to bring in new members. The thought is to collaborate with other community organizations. (This is part of our Long-Range Plan.) WE would specifically target those organizations as we put out our recruitment feelers.

**8. Continued Discussion:**

**Conroy Property** – We have agreed to accept the Conroy property. The board is in the mist of doing a title search and getting title insurance.

**Set Date for Review of the board’s Long-Range Plan and Status of Minimum Standards** - The board agreed to meet on December 2, 2020 at 6:30 pm via Zoom.

**Saturday Hours** - Trudy Walp has agreed to create a survey concerning Saturday hours and other concerns the Chestertown community has for the library.

**Endowment Policy** – Lynn and Bob stated that there was nothing urgent to discuss.

**9. Planting Seeds** – The board brain stormed ideas for the library. The ideas were: Bring the Reading Dogs program to the library, A new building for the library, Have the Wifi extended, Bring in more Social Media such as Goodreads.

**10. Adjournment** – The meeting was adjourned at 7:47 pm.