

**Town of Chester Public Library Board of Trustees
Special Meeting Minutes
September 23, 2020**

1.Roll Call

Trustees: Lynn Thomas, Judy Patterson, Bob Walp, Tom Sliva, Sandy Deak, Noelle McCrum, Vanessa Hutton

Library Staff: Alma Alvarez, Library Director

President Lynn Thomas called meeting to order at 1:02 p.m.

2.Reports

Friends: No reports at this time.

Town: No reports at this time.

3.Discussion and approval of Resolution

Noelle mentioned that septic issues are always worth checking into. Vanessa said that the septic is not part of a normal inspection, and that if we wanted the septic system inspected we could use a company like Hometown Sewer. Vanessa also mentioned the possibility of filing a Jurisdictional Inquiry Form with the APA (free). Bob asked if there is power. Lynn and Bob will be present during the inspection. The power should be turned on at house if possible.

The resolution states that the board may confer by phone or email in making decisions related to the property. The resolution authorizes the President and Financial Officer to take care of smaller details to move the process ahead.

Noelle made a motion to approve the Resolution. Bob seconded the motion. Unanimously approved.

4.Discussion and approval of Revised Reopening Plan Phase 3 and 4

Tom asked: what is the maximum number of people allowed in the Library, including staff? Alma said that the max we will have is 3 on the computers, 4 for browsing, 2 staff, for a total of 9 people.

Alma described having tables set up for browsing in the center area (where couch was) with additional shelves nearby for browsing to include books for adults and children. If a patron wants a book from the stacks, staff will retrieve it for them.

Bob asked about instituting Saturday hours to provide access for people who work during the week. Alma said that it's a possibility and that it would involve shifting hours. First, she'd like to see how things go as we get started in this phase.

Alma is changing the hours for opening to the public. The hours will be 9 to 5 on Monday, Wednesday, Thursday and Friday. Alma said she would advertise the new phase through Facebook, posters (including in local stores), newspapers, website, etc.

Lynn asked about the longer gallery wall on entry. Alma has posted mandatory fliers. Art exhibits will be postponed until next year. She stated that next summer Bernie McCann proposing a July photo exhibit by Mr. Sumi with displays around town, including the Library.

Alma ended her comments by saying that although the staff is not 100% comfortable with regard to safety, they will implement the plan for fear of losing their jobs. Trustees emphasized the importance of safety practices and stressed that the staff should feel empowered to demand that everyone wear a mask in the Library.

Regarding the IRS and our EIN number, Alma received the requested letter from the IRS. A second letter says that we're a tax exempt organization. The IRS will not provide a certificate but if anyone requires a letter saying that we're tax exempt, the IRS will supply it.

Where to keep these documents? Tom said that we need a Document Retention Policy/Procedure.

Tom made a motion to approve the new Reopening Plan. Noelle seconded it. Passed.

5.Approval of Revised Endowment Policy

Tom stated that the Endowment Committee should develop a list of donors.

Bob presented the proposed revisions to the Endowment Policy on the ZOOM screen and a clarification of wording. Wording would be "Chair of Endowment Committee maintain the donor list and secretary will keep on file a record of donors". Question is where to keep the copies?

Tom made a motion to approve Bob's proposed revisions to the Endowment Policy. Judy seconded the motion. Passed.

Tom made a motion to adjourn the meeting at 2:07 p.m. Noelle seconded the motion. Passed.

Sandy Deak, Secretary
Library Board of Trustees
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