

Town of Chester Public Library Board of Trustees Meeting
Meeting Minutes
April 21, 2021
Zoom

1. Roll Call

Trustees – Lynn Thomas, Bob Walp, Judy Patterson, Noelle McCrum, Vanessa Hutton, Ryan Hutton, and Linda Hale

Library Director – Alma Alvarez

Town Board – Karen Durose

Friends of the Library – Linda Taverni

Survey Consultant – Trudy Walp

The minutes was called to order AT 7: 03 PM

2. Approval of the Minutes

Bob made a motion to accept the March 17, 2021 Board Minutes. Judy seconded the motion. The motion passed unanimously.

3. Monthly Reports:

Director – The reorganization of the Children’s section is moving at a good pace and should be completed in a few weeks. Alma explained why there was a need for a budget adjustment. The project required extra money for colored labels and shelf markers. (See attachment) The Virtual Story Hour completed its 52nd episode on April 9th. Coming soon is Story Hour with the Head Start at the school. Quarantine of library items may be lifted as soon as June 1. Alma provided the corrected Trustee Terms

| | Oath Taken | Term Begins | Term Ends | Completing Terms | |
|-------------------|------------|-------------|------------|--------------------------------|------------------|
| Hales, Linda | 12/14/2020 | 12/14/20 | 5/31/2024 | Finish Sliva 06/19-05/24 | |
| Hutton, Ryan | 11/18/2020 | 11/18/20 | 6/30/2022 | Finish O'Connell 7/17-6/22 | |
| Hutton, Vanessa | 8/17/2020 | 08/17/20 | 12/31/2022 | Finish Chabarek 01/18 to 12/22 | |
| McCrum, Noelle | 8/12/2020 | 08/01/20 | 7/31/2022 | Finish Matrose 8/17-7/22 | |
| Patterson, Judith | 07/20/2016 | 07/20/2016 | 06/30/2021 | 1 st full term | |
| Thomas, Lynn | 1/16/2020 | 01/16/20 | 12/31/2024 | 1 st full term | Resigned 4/21/21 |
| Walp, Robert | 2/12/2020 | 02/12/20 | 12/31/2024 | 1 st full term | |

Financial Officer – Bob provided a detailed written report for the First Quarter, January 1-March 31, 2021 (See attachment) A motion was made by Ryan to accept the Budget Adjustment needed for the Children’s Library supplies. The motion was seconded by Lynn. The motion passed unanimously. (From Fund Balance \$500.00 to L7410.430 Supplies \$550.

Friends of the Library – Linda reported that there are now 37 participants in the Dolly Parton Imagination reading program. Participants have received their first book in the mail.

Linda explained the Memorandum of Understanding Between the Friends of the Town of Chester Library and the Town of Chester Public Library. A motion was made by Noelle to accept the Memorandum of Understanding as written. Linda seconded the motion. The motion passed unanimously. The FOL will sell books and basket raffle tickets at the Farmers' Market this summer. There is a discussion about holding a Wine Tasting event in September, if it is possible.

Town – Karen reported that the Municipal Center can now be open for meetings if Covid-19 protocols are followed. She reminded us to reserve the board meeting room by calling Mindy at the Municipal Center.

4. Committees –

Survey Committee – Ryan and Trudy discussed the results of the Library. Trustees reflexed on the survey. The survey will now go to the Library Development Committee to provide insight and guidance to future projects and spending. The Trustees thanked Trudy and Ryan for producing a professional quality survey.

Library Development Committee – Linda reported that the committee met on March 31, 2021. Two issues were reported on. The committee suggested that the \$350.00 from SALS that was given to the library in 2020 and extended to this year be used for technology training for library staff and trustees. There was also a very brief discussion about Zoom vs Google Suite. Google Suite can be used by Non-profits free. At the May meeting Ryan will give a more in-depth description of Google Suite.

5. New Business

Elect President and Vice President - Bob made a motion to elect Vanessa as Trustee president and Linda as vice president. Effective Thursday, April 21, 2021. Noelle seconded the motion. The motion passed unanimously.

Rescind Bob's Resignation – The board agreed to rescind Bob's resignation and reinstate him to the board. He will continue as the Financial Officer of the Trustee board.

Lynn's Resignation - The board agreed to Lynn's new resignation which is April 22, 2021. The motion was made by Linda and seconded by Vanessa. The motion passed unanimously.

Sign Joint Automation Agreement – A motion was made by Ryan to accept the Agreement between the Mohawk Valley Library System (MVLS) and the Southern Adirondack Library System (SALS) Joint Automation Project. The motion was seconded by Bob. The motion passed unanimously.

Approval of the Continuation of Operations Plan – A motion was presented by Noelle to accept the operation the Continuation of Operation plan developed by Alma. It was seconded by Judy. The motion passed unanimously.

Approve Policy on Employee Retention and Compensation During an Emergency – This issue was tabled by the board. The issue will be sent to the Policy Committee.

No Meeting in July - A motion was made by Noelle to hold no meeting in July. The motion was seconded by Linda. The motion was passed unanimously.

Website – Bob needs people to occasionally review the library website for corrections to keep the information current and fresh. The library staff and Linda agreed to help.

6. Old Business

Directors and Officer's Insurance – Lynn investigated and was told by Craig that we are covered under the Town of Chester's insurance plan. There is no need to purchase insurance.

7. **Planting Seeds** – Build a new library.

8. **Next meeting: May 19, 2021**

9. **Adjournment** – The was adjourned at 8:45 PM. The motion to adjourn was made by Noelle and seconded by Bob. The motion passed unanimously.

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