

Town of Chester Public Library Board of Trustees
Meeting Minutes
August 18, 2021
Library

1. Roll Call

Trustees – Vanessa Hutton, Linda Hales, Bob Walp, Noelle McCrum, Ryan Hutton, Greg Gross.

Library Director- Alma Alvarez

Town Board - Absent

Friends of the Library – Absent

The meeting was called to order at 7:04 PM

- 2. Approval of the Minutes** – Bob made a motion to accept the June 16, 2021 minutes with the following additions that were left out: Please note that the Trustees approved the new library hours. Asked Alma to record patrons visits by the hour. Linda H. seconded the motion. The motion passed unanimously.

- 3. Directors Report** – Alma announced that the Director of SALS, Sara Dallas would like to attend our October meeting and would like the meeting to start at 6:30 PM rather than at 7:00. The Trustees asked that her visit be changed to November since some Trustees will not be in attendance in October.

The air conditioner in the Children's Room is not working. Buckman's Fuel has been contacted to have a service call.

Trustees were encouraged to for sign up for the monthly SALS book club. The book is "Handbook for Library Trustees in New York state" The session will begin on October 19th (5-6:30 PM.) This fulfills Trustee annual education requirement. Register at <https://midhudson.org/trusteebookclub/>

The director received a worksheet from the Town for figures for the 2202 Library budget. Alma provided the Trustees some Budget notes for the 2022 Library budget.

The Summer Reading program will be closing on August 19. There are 21 participants.

The Library Art Gallery featured for July the award-winning photographs of Carolyn McCann, Director of the Raquette Lake Library. In August John Hales is sharing his photographs from the state of Utah.

Supervisor Meeting: The supervisor gave assurance that the Town will cover up to \$4,000 for replacing the windows in the adult section. It was also noted that Pearsall grants will not cover capital projects. Libraries must own their buildings.

Two Federal grants were suggested by Bob Walp (Climate Smart and Regional Economic Development)

The library needs the following: Federal EIN, Dunn and Bradstreet number, NYS Vendor number, and SAMS number. Having these numbers would ease us in obtaining future grants

Masks are now being required in the Library. The laptops for the Library still have not been received . It was suggested that the laptops be ordered from Staples or some other store.

Five different people use the library technology to Teach remotely. And two individuals used the computers to complete professional licensing courses.

Greg Gross was approved by the Town at their July 13, 2021 meeting. He began his term on July 19,2021.

4. **Approval Q2 FO Report** - Bob provided each Trustee with a financial report for the Second Quarter, April 1- June 30, 2021. (See attachment) Our income is in line with projections. A discussion was held. Vanessa made a motion to approve the Q2 FO Report. Linda H. seconded the motion. The motion passed unanimously.
5. **Phase 4 Opening Plan Mask Update** – A brief discuss was held about the Phase 4 opening. Bob made a motion to accept the Phase 4 Opening Plan. Vanessa seconded the motion. The motion passed unanimously.
6. **Preliminary Discussion of the 2022 Budget** – A brief discussion was held. Bob suggested that the Financial Committee meet to discuss the budget on Monday, August 30, 2021 at 9:30 AM in the library. Greg Gross volunteered to be on the committee.
7. **3 Month Director Review (Schedule)** – Vanessa requested that Alma’s Three-Month Review be scheduled before the next meeting on September 22, 2021. Alma and Vanessa will get together for a date.
8. **Pearsall Grant Discussion /Children’s Area** – A discussion was held about how to use the grant in the Library’s Children’s area if we apply for it this year. Trudy Walp suggested that the Library could use it in this area. Vanessa made a motion to use the grant in the children’s area to improve it. Greg seconded it. The motion passed unanimously.
9. **NYLA Conference** – The conference is to be held in October in Syracuse. Vanessa is looking for volunteers to go. There was a brief discussion about grants for the conference. There is no budget line for the conference. There will be some Zoom events.
10. **Signs** – Noelle gave a status report about the sandwich sign board and the large replacement sign for the outdoor Library sign. The Trustees were shown four sample designs. The Trustees selected two designs and asked that Noelle get estimates for those two designs. She will get estimates for aluminum, wood, carved and foam. The Trustees agreed to go ahead with the sandwich sign board.
11. **Committee Updates** -
 - A. **Development Committee** – Linda Hales reported that Bob Walp will hold a training session for **Network Solutions** on Friday, August 27 in the Library at 10:00 AM. Trustees were advised to bring their laptop or other device. **Dropbox training with Vivi Higgins** will be held on Saturday, September 18 from 1:00-3:00 PM. Trustees need to bring their laptop or their other device to this training session.

- B. **Facility Committee** – Window Project – A discussion was held about the financing of this project. It was decided to meet with the Town Supervisor to discuss what our agreement is with the town concerning our status with the town. The Trustees discussed the possibility of having a written agreement with the Town so the Library will have a sense of permanency so the Town can't kick us out or move us like what happen to the Library's book room. A motion by Vanessa was made to have the Facility Committee met with the Town Supervisor. Bob seconded the motion. The motion passed unanimously.
- C. **Finance Committee** - Bob suggested that the Financial Committee meet to discuss the budget on Monday, August 30, 2021, to discuss the proposed 2022 Library budget. Greg Gross volunteered to be on the committee.
- D. **Policy Committee** – It was decided that the Policy review should be held at a separate meeting as the issues to be covered are too lengthy to hold during a regular meeting. No time or date was set.

12. Next Meeting: September 22, 2021

13. **Adjournment** – A motion to adjourn the made was made by Vanessa and seconded by every Trustee. The motion passed unanimously. The meeting was adjourned at 8:44 PM.