

**Town of Chester Public Library Board of Trustees**  
**Meeting Minutes**  
**January 20, 2021**

**1. Roll Call**

**Trustees:** Lynn Thomas, Judy Patterson, Bob Walp, Noelle McCrum, Vanessa Hutton, Ryan Hutton, and Linda Hales

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

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

**Town Board:** Absent

**Survey Liaison – Trudy Walp**

**The meeting was called to order at 6:30 PM.**

**2. Approval of Minutes:**

**December 16, 2020** - Motion to Approve by Judy / Seconded by Bob / Motion Passed

**December 28, 2020** - Motion to Approve by Linda. Seconded by Judy  
Correction to the December 28<sup>th</sup> minutes – See #4 The address should read 35 Schroon River Forest Road not School River Road.

**3. Monthly Reports:**

**Director's Report - (See Attachment)** Alma has sent out many advertisements for Library Aide position. She is in the process of interviewing. She has received 20 applications. The WIFI was ordered from SALS, who will install it. SALS will not be planning any summer programs until later in the spring due to the Covid-19 pandemic.

**Financial Officer - (See Attachment)** Bob gave the Fourth Quarter Financial Report. We are doing fine and are under budget due to the pandemic.

**Friends of the Library** – Linda reported that there will be no winter book sale due to the Covid-19 pandemic. The Dolly Parton book program is under way. The Friends received a grant to fund 22 preschoolers for two years. Each child will receive a book a month starting in March. So far seven preschoolers have signed-up. Trudy Walp is the register.

**Town** – No report

**4. Committees**

**Publicity Committee** - Ryan and Trudy are ready to send out the Trustee survey. The survey will be sent out to the Loon Lake Park District Association, Friends Lake Association, Tri-Lakes, Chamber of Commerce and Friends of the Library and Library Patrons. The survey will be sent out asap. Returns should be in by February 14.

**Financial Stewardship:**

**Endowment Policy Revision** - A motion to accept the revised Town of Chester Public Library Endowment Fund Policy was made by Noelle and Seconded by Linda. The motion passed. (See attachment)

**ADK Grant** – Lynn is writing a grant for laptops for the library.

**Governance** – A discussion was held about raising the number of trustees from seven to perhaps nine or eleven. We are allowed up to eleven. It was decided to keep the number at seven for the present time.

**Director’s Weekly Report** – It was decided that the trustees no longer need a “Weekly Report” from Alma. The Monthly Library report will continue.

5. **Update on the Conroy Property** – Rob thinks we will close around February 1. He is waiting for the deed to come in.
6. **Other**
7. **Planting Seeds** –  
Review how the space in the library can be used better. Perhaps create a “Master Use Plan.”  
Bring in more technology.  
Start a small gift shop with artwork, baseball caps, and totes.
8. **Next Meeting: February 17, 2021**  
The meeting was adjourned at 7:30 PM.
9. **Executive Meeting:** The meeting went into an Executive meeting to discuss our part in Alma’s Evaluation. Comment should be given to Lynn by Friday, January 22, 2021
10. **The next meeting: February 17, 2021**

A motion to adjourn was made by Bob and Seconded by Judy. The motion passed. The meeting was adjourned at 8:30 PM.

**Respectfully submitted by**

**Noelle McCrum  
Library Board of Trustees  
Town of Chester**