Town of Chester Public Library Board of Trustees
Meeting Minutes
May 19, 2021

1. **Roll Call**
   Trustees – Vanessa Hutton, Linda Hales, Bob Walp, Judy Patterson, Noelle McCrum, Ryan Hutton
   Library Director – Alma Alvarez
   Town Board – Absent
   Friends of the Library – Linda Taverni

   The meeting was called to order at 7:03 PM

2. **Approval of the Minutes**
   Bob made a motion to accept the April 21, 2021 minutes with the following correction. Linda H. seconded the motion. This motion was left out of the minutes.
   TOWN OF CHESTER PUBLIC LIBRARY BUDGET ADJUSTMENT April 21, 2021 To L2761 Grants $4,870.00 To L7410.2 Equipment $4,870.00 APPROVED BY LIBRARY BOARD OF TRUSTEES ON 4/21/2021. The motion passed unanimously.

3. **Monthly Reports**

   ## Director's Report

   Alma reported that with the new guidance concerning the wearing of masks from the CDC a lot of questions have come up for libraries. Alma recommended that the trustees save the date and time of May 21, 2021 at 1 P.M. to watch a webinar, with Stephane Cole Adams, PLLC. (Library lawyer for SALS) She will provide advice for determining a policy for the wearing or not wearing masks in libraries.

   In the month of April, an University of Vermont professor of Spanish used the library for remote classes for five sessions. A surveyor and two realtors completed licensing courses using the library computers.

   The Director also informed the trustees that there is an anticipated short fall in the telephone expense line. Currently $69.83 is the flat rate now. The flat rate will be increased to a monthly rate of $74.35. Vanessa made the following motion. Ryan seconded it. The motion passed unanimously.
   From Fund Balance $7,810.00

    To L7410.431A Telephone $120.00

   ## Friends of the Library
   Linda T. reported that the FOL is moving ahead with their Wine Tasting on September 12, 2021. Their annual raffle baskets fund raiser has started with eight baskets. They are presently in the library. Tickets will be sold at the library and at the Farmers Market. There are 39 children enrolled in the Dolly

Parton Imagination reading program. They are hoping for 50 enrollees. Children have already received two books.

Town
No report.

Development Committee

Linda reported that the SALS Tech Grant was written to provide tech training for the trustees. Many trustees felt the tech training was needed by some of the trustees, especially using the Networks Solution. Bob agreed to provide some training in using it. Drop Box would c be used to store trustee documents. There continues to be an ongoing discussion about whether we should change to Google Suite. SALS will provide free tech training for the staff.

4. New Business

Non-Profit Status
A discussion was held about the library's non-profit status. It was decided that more research needs to be done on this issue.

Discretionary Fund for Gifts, etc.
Vanessa reported that the trustees are not allowed to use library funds for completion of service gifts for outgoing trustees since it is public money. Trustees can be reimbursed for such things as official travel, library conferences or office supplies.

Potential New Trustee
Linda has asked Greg Gross to apply to be a potential new trustee. She has sent his resume to the trustees. Vanessa will contact him to arrange an interview.

Revised Committee List
Bob revised the committee list and added Trudy Walp for grants. The Policy Committee will include all trustees. Bob added Noelle to the Facilities Committee. (See attachment for the list.)

Unneeded Line Items
Bob suggested that we delete of the following Line Items from the budget as they no longer have relevance.
L7410.24   Equip/Little
L7410.429A   Seed Grant Via SALS
L7410,479G   Grant
A motion was made by Judy and seconded by Ryan. The motion was passed unanimously.
Windows

Bob is actively seeking estimates for the windows in the library. Greg Leggett will work out a deal with the town to pay for the windows. He plans on contacting the following:

Home Improvement Gallery, Jim's Glass and Allerdice for estimates.

ADK Foundation

Bob, as Financial Officer, will discuss our non-profit status with the Foundation as well as our investments.

Updated Opening Policy

A discussion was held concerning the Town of Chester Public Library Revised Reopening Plan. It was suggested by Alma that we approve the policy as written because of the mask question. A motion was made by Noelle to accept the TCL Revised Reopening Plan as written. Bob seconded the motion. The motion was passed unanimously. See the attachment.

 Staff Raises

The Board discussed the need for a pay raise for the staff. The workers have not been given a cost of living raise for a couple of years, while town employees have received raises. A motion was made by Vanessa and seconded by Noelle. The motion passed unanimously. The motion is as follows:

Proposed Change:					Raise Pay Rate by:	Change Hours by:
Director	21.00	30	hrs/wk	32,760.00	2.82	0.00
Asst. Director (Wendy)	16.00	20	hrs/wk	16,640.00	2.00	0.00
Clerk	14.50	20	hrs/wk	15,355.50	0.50	0.00
Payroll Taxes, etc.				7,326.52	11.3%%	
				72,082.02		
Increase in Payroll Budget: * To be transfer from the Reserve Fund				• ***$7,689.02***		

 Next Meeting: June 16, 2021

Adjournment

The meeting was adjourned at 9:03 PM
The motion was made by Noelle and seconded by Linda H. The motion passed unanimously. The meeting was adjourned at 9:03 PM.

Respectfully submitted,

Noelle McCrum
Library Board of Trustees