

Town of Chester Public Library Board of Trustees
Meeting Minutes
November 17, 2021

1. Call to Order: 6:36 PM by Vanessa Hutton

2. Roll Call:

Trustees: Vanessa Hutton, Linda Hales, Noelle McCrum, Bob Walp,
Greg Gross

Library Director: Alma Alvarez

Town Board: Absent

Friends of the Library: Absent

Sara Dallas – Director of SALS

3. Approval of October 20, 2021 Minutes: Bob noted that the our budget year and SALS ends December 31st, while the Adirondack Trust budget year ends December 31st. SALS director's name is spelled Sara Dallas.

A motion was made to accept the minutes with the above corrections by Greg Gross, seconded by Ryan Hutton. The motion passed unanimously.

4. SALS Director's Report

Sara spoke via Zoom. She explained some of the services that SALS (Southern Adirondacks Library System) provides to all the libraries in the SALS system.

- Provides book deliveries three times a week.
- Provides computer technical assistance.
- SALS is part of the Mohawk Valley Library System, which provides access to eight counties worth of books to lend out to patrons.
- SALS is part of the Joint Automation Project. This provides computer assistance to all libraries who belong to it.
- Reminded us that all Trustees must do two hours of continuing education a year.
- Shared information about the Open Meeting Law. You need to put on the library's website any document you are going to discuss at a Trustee meeting. This is for transparency.

- SALS maintains a catalog of all books, videos, special collections etc. that are in the SALS libraries.
- SALS provides training for staff and Trustees.
- Provides grants for participating SALS libraries.
- Reminded trustees that the new governor extended the Open Meeting Law for ZOOM meetings until January 22, 2022. Trustees using it must provide their address if they are at a remote location.

5. Director's Report:

- The Hoopla steaming service is being set up. The service should begin on or before December 1, 2021, depending on the pace of the Integrated Library System (ILS) set up proceeds.
- The exhibits in the Gallery and Display Case will continue through the end of November. Gregory Klingler – Railroad Photography and Greg Gross – Balinese Shadow puppets.
- The Library received 2 donations. Both donors donate to the Library annually.
- \$500 from the Celebration of Life in honor of Johanna Northam to purchase books.
- James and Pauline McSweeney Murphy Memorial Fund at the ADK Foundation. \$250 to be used for unspecified uses.
- Both donations have been deposited and acknowledged.
- See attachment for monthly statistics.
- Alma reported that she received a letter from SALS that the Library will receive a \$5,000 grant from SALS to put towards new windows.
- A motion to accept and approve the Director's report was made by Linda and seconded by Bob. The motion passed unanimously.

6. Approve policy changes:

- The trustees discussed the three policies that were to be changed.
- Noelle made a motion to rescind the "Donor Recognition Policy". Linda Hales seconded it. The motion passed unanimously.

- Linda made a motion to accept the new Endowment Fund Policy and -Borrowing and Lending Policies. Bob seconded it. The motion passed unanimously.

7. Library Sign Update

- Noelle McCrum noted that the new Library sign is up on the Municipal building. Garnet Signs installed it on Tuesday, November 9, 2021. A check from the Friends of the Library (FOL) was given to Garnet signs and a thank you note was given to FOL.

8. 2022 Officers' Slate

- A discussion was held, and the following individuals are on the officers' slant. The ballot is not filled as the Trustees are seeking a qualified individual for the Financial Officer position.
- The names on the ballot so far are:
President – Vanessa Hutton
Vice-President- Linda Hales
Secretary – Ryan Hutton
Financial Officer – to be determined

9. Committee Updates:

Development Committee:

Library Teen Program - Linda Hales and Greg Gross held a meeting to discuss a new program to be sponsored by the Library Trustees. The possible program would be geared to seniors who are going to college. It would be about what to expect in their first semester of college. ("How to Survive Your First Semester on Campus") They would have recent high school graduates share their first semester or year experiences with the seniors. Bob said they would try to have students from community colleges who lived at home and students who went away for college.

- A meeting with the North Warren librarian was set up by Linda and Greg to discuss this program on November 19, 2021.
- Greg visited the Teen Center at the Crandell Library in Glens Falls to see how it is operated.

- Greg would like to give a talk on 20th Century Art History. How major artwork has influenced our culture.

10. **Next Meeting:** December 15, 2021, to be held in the Library at 7:00 PM.

11. **Adjournment:** Greg moved to close the meeting and Noelle Seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:57 pm.

Respectfully submitted,

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

November 21, 2021