

Town of Chester Public Library Board of Trustees

Meeting Minutes

October 20, 2021

1. **Call to Order:** 7:02 PM by Vanessa Hutton

2. **Roll Call:**

Trustees: Vanessa Hutton, Linda Hales, Bob Walp, Greg Gross.

Library Director: Alma Alvarez

Town Board: absent

Friends of the Library: absent

3. **Approval of September 22, 2021 Minutes:**

A motion was made to approve the minutes by Bob Walp, seconded by Greg Gross. The motion passed unanimously.

4. **Director's Report:**

-Application was made for the SALS Construction Challenge Grant to help pay for the windows.

-Friends of the Library (FOL) have approved funds for the HOOPLA subscription.

-Trustees are encouraged to "like" all of the library's social media posts.

This will increase our presence in social media and ideally bring more people into the library.

-Purchases for the rest of the laptop grant have been made, and once received, the report on the grant can be done.

-Patron visits were 521 during the month of September.

-Sara Dallas, Director of SALS, will be visiting our next board meeting, November 17th at 6:30.

-Today the Governor of NY passed a new law regarding Open Meetings. It requires that all documents to be addressed in an upcoming meeting be either available in the library or posted electronically 24 hours in advance of the meeting. Hard-copy documents will be available at the circulation desk.

5. **Third Quarter Financial Report—Bob Walp**

-Presently there is \$435 excess income.

-The Fund Balance has \$1500.

-Our expenses, three-fourths through the year, are low but will pick up by the end of the year. We are projected to be within budget.

- For clarification Bob explained that our budget year ends December 31st, while the Adirondack Trust and SALS budget years end June 30th.

A motion was made to approve the 3rd Quarter Financial Report by Vanessa Hutton and seconded by Greg Gross. It passed unanimously.

6. **Trustee Handbook Workshop**, “Duties and Responsibilities of Trustees,” on October 19, 2021 via Zoom, was attended by Bob Walp and Linda Hales. Both found the workshop to be informative and well-presented.
7. **Pearsall Grant**: \$3,700 was awarded to the TOC Library for new furniture for the children’s area. Coverage was in *The Sun* newspaper. This grant needs to be spent by August 2022. A steering committee to select the furniture will be made up of Bob, Noelle, at least one member of the library staff, a Friends of Library member, and a community member. Alma will serve and will see if Wendy is also interested in serving on the committee. Bob will reach out to the Friends to find a representative. Community member, Joanne Ellsworth, will be contacted to join the group. Trudy Walp, who wrote the grant, will be asked to head the committee.

A motion was made by Vanessa that the steering committee be formed and begin work by January. Linda Hales seconded it. The motion passed unanimously.

8. Committee Reports

Policy Committee: Several policies need attention. Bob will chair the committee, which is comprised of all trustees. The committee will meet November 3, at 6:00 PM in the library. Prior to the meeting, Bob will send out a list of policies to be considered, and those needing the most attention will be determined by committee members before the meeting.

9. New Business

Letter from LLPDA: A donation to the library was made from the proceeds of the LLPDA’s golf tournament. A letter, addressed to Alma, accompanying the donation indicated that this year’s donation was lessened because of the library’s opening policy during the pandemic. A concern was expressed that the library was closed during a “time when it was needed the most.” Vanessa pointed out that the decisions regarding the opening policy was a board decision, not Alma’s alone. It was decided that in the future Alma should share letters with trustees so that we are both aware of concerns and that the burden isn’t held by the director alone. Although all the trustee members, but one, are new, since those decisions were made, Vanessa offered to write a letter to the Golf Tournament Committee in response to their letter and donation. She will circulate the letter’s draft to the Trustees and Alma before mailing it.

Bob noted that the Library could have informed the community better during the pandemic of our opening policies. He feels we have a public relations problem and it is affecting how the public views the library.

Rotary: Vanessa reported that The Chestertown Rotary Club wants to begin a program for Adult Literacy and would like to team up with the Library. Alma

welcomed the idea and said that the library has been open prior to the pandemic for the Tri County Literacy (formerly the Literacy Volunteers of America). Much good has been offered community members through such programs in the past. The Rotary anticipates to begin this project in the spring.

Teen Program: Greg presented an idea to be developed at a future time for teens. This library program would serve seniors, and maybe interested juniors, as they prepare to go to college. It could offer a workshop such as “How to Survive Your First Semester on Campus.” This program could also help address voids in their backgrounds. Linda suggested that this endeavor would fit under the development committee and Greg was invited to join it.

10. Other:

-Budget Adjustment: See attached.

The Pearsall Grant (\$3700) will be assigned to equipment. Money from the Programs budget will be moved to adjust office supplies (\$400) and maintenance of office equipment (specifically the air conditioning \$100). Vanessa moved to accept the budget adjustment. Linda seconded it. The motion passed unanimously.

-Meeting cancellation: As Vanessa, Ryan and Linda will not be able to attend the January 2022 meeting, and we will not have a quorum, the meeting will be cancelled.

11. Next meeting: November 17, 2021 (beginning at 6:30 PM in the library; Sara Dallas, guest.)

12. Adjournment: Vanessa moved to close the meeting and Bob seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:07 PM.

Respectfully submitted,

Linda Hales
Library Board of Trustees
Town of Chester Public Library

November 1, 2021