

Town of Chester Public Library Board of Trustees

Meeting Minutes

September 22, 2021

1. **Roll Call** – 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 7:02 PM.

2. **Approval of Minutes: August 18, 2021**, A motion was made to approve the minutes by Linda H. The motion was seconded by Greg. The motion passed unanimously.
3. **Director's Report** – Alma reported that the laptops have arrived.

There were 21 participants in the summer reading program. They read over 58,000 pages or 384 books. All participants received a certificate and a Stewarts Ice Cream Gift Certificate. The top readers won money gift certificates and/ or Kindles.

This month the Ruplin Gallery will feature the paintings of the local artist Betsy Krebs.

Alma applied for a Construction Challenge Grant from SALS to help pay for the window Repair. The grant limit is \$5,000. Determination will be made by late November for the Grants. Projects must be completed by December 2022.

The Trustees were reminded to register for the Trustee Duties workshop. It begins October 19.

Alma explained why she is using 2019 statistics. Most reasons were due to the Covid-19 Pandemic.

A motion was made by Linda H. to approve the Director's report. Noelle seconded the motion. The motion passed unanimously.

4. **Approve 2022 Budget** – The trustee discussed the budget. A motion to accept the budget was made by Linda and Seconded by Noelle. The motion was passed unanimously. (See attachment)
5. **Signs** – Noelle showed the Trustees a final design for the new Library sign, that is to be placed above the YMCA sign. The design was created by Garnet Signs in Chestertown. The proposed sign is 120' by 36" on a one inch aluminum frame, vinyl text. The cost is

\$975.00 for the sign and \$250 to install it. After a discussion the trustees decided to postpone approving it due to the cost. Noelle was asked to seek out other bids for the sign and perhaps find another way to cover the cost of the sign.

6. Committee Updates

A.) Development Committee

Training - Linda gave a report on the recent training held on Aug 27. The topic was Network Solutions. It was attended by four Trustees. (Noelle, Greg, Linda, and Bob) All felt it was helpful and improved their ability to use the service. The training was given by Bob Walp.

On September 18 the trustees had the Dropbox training workshop presented by Vivi Higgins, which utilized the \$350 training grant from SALS in 2020. All the library staff and four Trustees attended. (Noelle, Linda, Greg, and Bob) They learned Dropbox basics such as finding home, creating & sending folders & documents and editing. Noelle observed that the training would have been easier if everyone had the same device to use. Most attendees found using different devices confusing and time consuming. It was noted that the Trustees need a Dropbox manager.

Linda will provide a write up for SALS.

B.) Facility Committee

- a.) **Window project** - Alma is looking for grants. The trustees discussed looking for outside funding for this project.
- b.) **Building Codes** - Bob discussed the exits in the library. If we have enough or more than enough, the exit in the Children's selection of the library might be turned into a closet for additional storage.
- c.) **Financial Committee** - A discussion was held about the 2021 budget.

7. New Business

There was no new business.

8. **Next meeting: The next meeting will be held October 20, 2021.**

9. **Adjournment** - Vanessa made a motion to adjourn the meeting at 8:30 PM. The Motion was second by all. The motion passed unanimously.

Respectfully Submitted,

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