

Town of Chester Library Board of Trustees
Meeting Minutes
August 16, 2023

- 1. Call to Order:** Noelle McCrum called the meeting to order at 8:04 a.m.
Present: Noelle McCrum, Greg Gross, Linda Hales, Vanessa Hutton, Mary Stein, Hali Holmes; Library Director: Alma Alvarez; Town Board Rep: Karen Durose; Friends of the Library: Linda Taverni. **Not present:** Ryan Hutton
- 2. Approval of Minutes for June 2023:** Greg moved to approve the minutes. Mary seconded. Passed unanimously.
- 3. Director's Report:** See attached. Noelle suggested that, in the future, Alma shouldn't need to read the report since she sends it out ahead of the meeting. Instead, BOT members can come with questions. Hali moved to accept the director's report. Mary seconded. Passed unanimously.
- 4. Friends of the Library Report:** Linda T. reported that sales from the July book sale weren't as good as usual, but that the farmers market sales are going well. The wine tasting fundraiser at the Friends Lake Inn is scheduled for Sept. 17. No lecture series is planned for this year.
- 5. Town Board Report:** Karen said she will talk to Craig about scheduling future rug cleaning throughout the building to coordinate with cleaning the library carpet, which might save money.
- 6. Old Business:**
- A. Endowment Fund Raiser:** Linda H. said the fundraising letter is ready to go. She's been researching what is allowed with bulk mailing. Vanessa suggested checking with the Center for Disability Services as a possible option for mailing. Linda will look into this.
- B. Development Committee:** No report.
- C. Publicity Committee:** No report.
- D. Financial Committee**
- 1. Status of Endowment Fund Checkbook:** Noelle reported that the current balance is \$3,027.96. Until a finance person joins the BOT, she is the only one with access to the checkbook.
- 2. Library Budget Amendments:** Alma reported. See attached. Noelle moved to accept the amendments. Vanessa seconded. Passed unanimously. Alma stated that the budget committee will meet in early September.

- E. **Facility Committee:** The paint color (“Coral Reef”) has been decided by the paint committee. The painter will contact Noelle with a painting date soon. The carpets will be cleaned and the shades hung shortly thereafter. All will be finished before Sept. 20.
- F. **Continuing Education:** Noelle reminded everyone that continuing education hours need to be completed by the end of the year.
- G. **SALS Visit:** Sarah Dallas from SALS will visit on Sept. 20.
- H. **New Trustee:** There is someone who might be interested in joining the BOT as the finance person. Noelle has been trying to connect with him.

7. **New Business:**

- A. **2024 Calendar:** The BOT needs to meet between six and 14 times each year. Noelle presented three possible calendars for the 2024 BOT meetings. Mary moved to accept calendar C (no meetings in July or December). Vanessa seconded. Passed unanimously.
- B. **Video for Lake George TV:** Hillary Exter had brought this to the BOT’s attention. After discussion, it was decided that this is not something the BOT wishes to pursue. Noelle will thank Hillary for the suggestion.
- C. **Zero Waste Documentary:** Hali shared information about a documentary film series that Zero Waste Warren County (ZWWC) would like to bring to a few local libraries this fall. The films will be paid for by a grant that ZWWC has received. Linda T. said that the FOL could help with publicity. Alma will connect with Hali to work out the logistics.
- D. **Suggestions from Greg:**
 - 1. There is a permanent artwork collection by a few local artists in the library. This should be acknowledged by a plaque or some other means. Greg will look into the cost.
 - 2. The BOT should come up with some questions to ask Sara Dallas.
 - 3. Magazine subscriptions were put on hold during Covid. New subscriptions should begin again once there are funds to do so.
- E. **Chair Cushions:** Mary will ask the staff at the Warrensburg Library where they purchased theirs and what the cost was.
- F. **Adjournment:** 9:23 a.m. Greg moved to adjourn. Mary seconded. Passed unanimously.
- G. **Next Meeting:** September 20, 2023

Respectfully Submitted,
Hali Holmes
Secretary, Library Board of Trustees