

**Town of Chester Board of Trustees
Meeting Minutes
February 22, 2023
Chester Library**

- 1. Call to Order:** Noelle McCrum called the meeting to order at 8:02 a.m.
Present: Noelle McCrum, Greg Gross, Vanessa Hutton, Ryan Hutton, Hali Holmes, Linda Hales (virtually)
Library Director: Alma Alvarez
Friends of the Library: Linda Taverni
Absent: Town Board Representative: Karen Durose
- 2. Approval of Minutes for December 7, 2022:** Ryan moved to approve the minutes with correction noted. Vanessa seconded. Passed unanimously.
- 3. Director's Report:** See attached. Hali moved to accept the Director's Report. Greg seconded. Passed unanimously.
Annual Report: See attached. Vanessa moved to accept the Annual Report. Linda H. seconded. Passed unanimously.
- 4. Friends of the Library:**

 - The town is still on board with helping with the Story Book Walk, which will go along the road at Dynamite Hill instead of through the woods.
 - Linda T. is still trying to get the tax-exempt status worked out.
 - FOL book sale is Feb. 24-25.
 - Book marks and magnets will be available soon in the library.
- 5. Old Business**

 - A. Board Member Recruitment** – no new candidates
 - B. Downhill Derby** – no chair
- 6. Committee Reports:**

 - A. Development Committee:** Linda H. recommended, and all agreed, that Frank Shaw's Wilderness Survival program should take place on a Saturday in April at noon. Greg reported that Michelle Lettus, North

Warren CSD librarian, will work with him to plan for the program, “How to Survive the First Semester in College.” Other schools will be invited.

B. Publicity Committee: No report.

C. Financial Committee: See attached report from Alma.

D. Facility Committee: Windows are expected to arrive in March.

7. New Business:

A. Alma’s Annual Review and Amending Review Policy: Noelle moved to amend the Annual Review Policy to “The Board of Trustees will complete the director's annual review by May 31, and the director and BOT evaluation committee will both complete the self-evaluation. The review committee will report back to the Board of Trustees within 30 days of the review.” Greg seconded. Passed unanimously.

B. Continuing Education: Alma handed out the Trustee Education Activity Completion Sample Form. See attached. She will resend the courses that Board members can take. Linda H. reported on one that she recently attended, Open Meeting Law.

C. FOL Wine Raffle Donation: Noelle moved that we support the raffle with a donation of a basket or a bear sculpture. Greg seconded. Passed unanimously.

D. Unscheduled Inclement Weather Closures: A note will be put on the downstairs doors, and both Mindy and the Board president will be notified.

E. Approve JA Policies: Noelle moved that we accept JA Policies as written. Ryan seconded. Passed unanimously.

F. Endowment Fundraisers: A letter will be sent to patrons by the end of May using zip code mailings. Alma will make a list of patrons who are not in the Chestertown zip code.

8. Next Meeting: March 22, 2023

9. Adjournment: Greg moved to adjourn. Vanessa seconded. Passed unanimously at 9:16 a.m.

Respectfully submitted,

Hali Holmes

Secretary, Library Board of Trustees