

DRAFT
Town of Chester Board of Trustees
Meeting Minutes
June 21, 2023
Chester Library

- 1. Call to Order:** Noelle McCrum called the meeting to order at 8:07 a.m.
Present: Noelle McCrum, Greg Gross, Linda Hales, Vanessa Hutton, Ryan Hutton, Mary Stein, Hali Holmes; Library Director: Alma Alvarez; Town Board Rep: Karen Durose; Friends of the Library: Linda Taverni
- 2. Approval of Minutes for May 2023:** Vanessa moved to approve the minutes. Mary seconded. Passed unanimously.
- 3. Director's Report:** See attached. Alma requested that we eliminate the hourly count and just give the monthly count. Noelle would like the hourly count recorded for one more month. Mary moved to accept the Director's Report. Greg seconded. Passed unanimously.
- 4. Friends of the Library:**

 - A.** Linda T. reported that we have the 501c3 letter from the IRS for our files. The letter states the need to file form 990 for income taxes, but Linda T. said the library is exempt.
 - B.** The ribbon cutting for the Story Book Trail will take place June 29 at 10:00 a.m. At least three trustees will attend. It will be up and running at the start of summer. Linda T. has contacted multiple papers to promote. Books will be changed out quarterly.
 - C.** FOL will be at the Farmers Market again this year.
 - D.** Book sale will be July 7-8.
 - E.** Wine tasting will be at the Friends Lake Inn [on September 17](#).
 - F.** In collaboration with the Dolly Parton Imagination Library, the FOL will mail books to about 90 children in the NWCS.
- 5. Town Board Report:** Karen had nothing to report, but asked what the town can do for the library. She will check with the town to see if they have plans for carpet cleaning, as the library might be able to save money by having it done on the same day.

6. Old Business

- A. Endowment Fund Raiser:** Noelle reported that the bulk mailing to the Chestertown area will be done for \$0.19 each. Mailings to other zip codes will be made by regular mail. Total = \$270. Mailing will take place in November.
- B. Development Committee:** Greg reported that the “How to Survive Your First Semester of College” workshop was a success. There were 11 attendees, including adults. Wendy’s help was much appreciated. Karen Hilton from NWCS D worked to promote it and came to the event. \$75 from the FOL was spent on pizza. Linda H. wrote thank you notes. Consideration will be given to Alma’s suggestion to hold this event at the school in future years, which might encourage more students to attend.
- C. Publicity Committee:** Noelle wrote a short article for the newsletter.
- D. Financial Committee:** Noelle, Greg, and Alma will meet over the summer to work on the budget.
- E. Facility Committee:**
1. Noelle asked Alma to order a new shade for the children’s room to replace the broken one. The windowsills in the children’s room will be caulked and painted, and the wall around the new windows will also be painted. Noelle moved that a paint committee be authorized to pick the color. Greg seconded. Passed unanimously. Noelle, Alma, Mary, and Greg volunteered to make up the committee. Alma will contact painters for estimates. The window shade will be re-installed to protect books once painting is done.
 2. Alma will get estimates to have the carpet cleaned once painting is completed, with the possibility of coordinating with the Town.
 3. John Nick relocated the TV Monitor. Hali will send a thank you note.
- F. Policy Review:**
1. **Conflict of Interest:** Hali reviewed and made changes to the policy based on recommendations from Alma and the BOT. Linda moved to accept the Ethics and Conflict of Interest Policy as written. Vanessa seconded. Passed unanimously.
 2. **Equipment Disposal:** Linda H. reviewed and made changes to the policy. Vanessa moved to approve the Equipment Disposal Policy as written. Noelle seconded. Passed unanimously.

3. Director and Clerk / Aid Job Descriptions: These are not Policies.
Will be put with Procedures.

G. Continuing Education: Only two trustees need to complete.

7. New Business:

A. Sara Dallas, Director of SALS, will visit on September 20.

B. Next Phase of COVID Reopening Policy: Noelle moved to move to Phase #5. Mary seconded. Passed unanimously.

C. Approval Modifications to Trustee Terms: Alma received permission to adjust the terms for three BOT members so that they follow the calendar year. The terms of Ryan and Noelle will now end on Dec. 31, 2026. Mary's will now end on Dec. 31, 2027. Vanessa moved to approve these changes. Noelle seconded. Passed unanimously.

D. Executive Session: 9:05 a.m. Greg moved to move into executive session to go over Alma's review. Linda H. seconded. Passed unanimously. Vanessa moved to accept the review. Greg seconded. Passed unanimously.

E. Out of executive session: 9:15 a.m. Mary moved to come out of executive session. Noelle seconded. Passed unanimously.

8. Adjournment: 9:16 a.m. Noelle moved to adjourn. Vanessa seconded. Passed unanimously.

9. Next Meeting: August 16, 2023 (no meeting in July)

Respectfully submitted,

Hali Holmes

Secretary, Library Board of Trustees