

**Town of Chester Board of Trustees**  
**Meeting Minutes**  
**May 17, 2023**  
**Chester Library**

1. **Call to Order:** Noelle McCrum called the meeting to order at 8:09 a.m.  
**Present:** Noelle McCrum, Greg Gross, Linda Hales, Vanessa Hutton, Ryan Hutton, Mary Stein, Hali Holmes; Library Director: Alma Alvarez  
**Absent:** Town Board Rep: Karen Durose; Friends of Library: Linda Taverni
  
2. **Approval of Minutes for March 2023:** Greg moved to approve the minutes. Mary seconded. Passed unanimously.
  
3. **Director's Report:** See attached. Hali moved to accept the Director's Report. Greg seconded. Passed unanimously.
  
4. **Friends of the Library:** No report
  
5. **Old Business**
  - A. **Tax Exempt Status:** Linda T. has the official letter.
  - B. **Endowment Fund Raiser / Follow-up to Bulk Mailing:** Noelle reported that a bulk mailing can be done for \$0.18 each, with no permit fee required. However there would be no return envelope, and only zip code 12817 would be included. Mailings to other zip codes would be made separately. Ryan will look into options for online donations.
  
6. **Committee Reports:**
  - A. **Development Committee:** Alma will formalize a procedure regarding trustees' involvement with programs.
    1. **Wilderness Survival Seminar Recap:** Greg reported that 16 people attended and were very enthusiastic. Frank Shaw has offered to do another program in the future. Wendy also put in a lot of work.
    2. **Update- "How to Survive Your First Semester of College" workshop:** Scheduled for May 24 @ 6 p.m. Greg reported that Karen Hilton from NWCS D has three student panelists. She will advertise on the school's website. Greg will confirm pizza money with Linda T. There

was discussion about the best time to submit requests to FOL for programs. Ryan suggested FOL might do a line item in their budget. Linda H. will send thank you letters to Frank and Karen.

**B. Publicity Committee:** No report.

**C. Financial Committee:** Alma prepared and shared the report (see attached), as we still don't have a financial officer on the BOT. Hali suggested that Alma be compensated, as this is not part of her job description. It was agreed that this should be discussed.

**D. Facility Committee:**

1. **Status of Windows:** New windows have been installed. Stickers still need removing and windows need cleaning. There was discussion about painting the wall surrounding the windows.
2. **Follow-up on Interior Designer:** Alma shared what she learned from two other librarians. She will also check with Schroon Lake librarian. Alma will seek bids from painters, as well as carpet cleaners.

**E. Policy:** Two / month will be reviewed and shared with BOT for approval.

1. **Assignment of policy review items:**

A. **Conflict of Interest:** Hali, by June 21.

B. **Equipment Disposal:** Linda H., by June 21.

C. **Patron Privacy:** Noelle completed and suggested no changes. Mary moved to accept. Linda H. seconded. Passed unanimously.

D. **Patron SSN:** This is part of the Privacy Policy. Vanessa moved to remove this policy. Mary seconded. Passed unanimously.

E. **Director and Clerk / Aid Job Descriptions:** These are actually not policies. Vanessa moved to remove. Greg seconded. Passed unanimously. Alma will review the descriptions.

7. **New Business:** Vanessa moved to go into executive session to discuss Director's annual review. Mary seconded. Passed unanimously.

8. **Adjournment:** Greg moved to adjourn. Vanessa seconded. Passed unanimously at 9:23 a.m.

9. **Out of executive session** at 10:22 a.m.

10. **Next Meeting:** June 21, 2023

**Respectfully submitted,  
Hali Holmes  
Secretary, Library Board of Trustees**