

DRAFT
Town of Chester Library Board of Trustees
Meeting Minutes
September 20, 2023

1. **Call to Order:** Noelle McCrum called the meeting to order at 8:03 a.m.
Present: Noelle McCrum, Greg Gross, Linda Hales, Vanessa Hutton, Ryan Hutton, Mary Stein, Hali Holmes; Library Director: Alma Alvarez; SALS Director: Sara Dallas. **Not present:** Town Board Rep: Karen Durose; Friends of the Library: Linda Taverni.

Noelle welcomed Sara Dallas, who introduced herself and explained the variety of ways that SALS helps member libraries with a variety of needs, including providing training for trustees. She discussed the “Right to Read” and suggested all library BOTs review their “Collection Development” and “Challenge Reconsideration” Policies, as well as consider signing on to partner with Unite Against Book Bans. She also shared the 2024 JA Fee schedule. (See attached.)

2. **Approval of Minutes for August 2023:** Greg moved to approve the minutes. Mary seconded. Passed unanimously.
3. **Director’s Report:** See attached. Noelle moved to accept the director’s report. Mary seconded. Passed unanimously.
4. **Friends of the Library:** No report. Noelle mentioned that the book for the Story Book Trail has been changed for the fall season.
5. **Town Board:** No report.
6. **Old Business:**
 - A. **Endowment Fund Raiser:** Linda H. discussed mailing options and costs. It was decided that we will prepare the mailing ourselves. Alma will print the letter and address stickers. There was discussion about giving donors the option of getting the letter virtually, as well as paying on-line. Ryan will look into getting a free PayPal account. Checks should be made out to TOC Library Endowment Fund. The total cost for mailing First-Class, which includes forwarding, is \$224.40. Linda H. moved that we use the Prospect Mail Fulfillment Center to mail as First- Class. Vanessa seconded. Passed unanimously.
 - B. **Development Committee:** No report.
 - C. **Publicity Committee:** No report.

- D. Financial Committee:** Alma shared the Proposed 2024 Library Budget. (See attached.) Noelle and Mary will set up a meeting with Craig to discuss. Sarah suggested looking into NYS Education Law §259, which asks voters to self-tax to help fund libraries. Mary will look into this. Greg moved to accept the proposed budget. Mary seconded. Passed unanimously.
- E. Facility Committee:** There were some issues with the painting and carpet cleaning. Noelle has contacted the contractors about her concerns.
- F. New Trustee:** Jack is not available at this time, so the search will continue.
- G. ZWWC Library Film Series:** Chestertown Library is scheduled for Wed., Nov. 8 from 6-8 PM.

7. New Business:

- A. Proposed 2024 Meeting Calendar:** See attached. Vanessa moved to accept the calendar with noted changes. Linda H. seconded. Passed unanimously.
- B. Plaque for Wood Carving:** Greg shared a picture of the proposed plaque for Dennis Wilson. He will ask the FOL to consider covering the cost. Noelle has a plaque for Bob. Wendy will do her own art for hers.
- C. Continuing Education:** Trustees should prepare a short presentation to the BOT after attending a continuing education program.
- D. Recipe Books:** Noelle shared that the proceeds from the sale of Gail Danforth's cookie recipe books will be donated to the FOL's scholarship fund. The donation is from the BOT.
- E. Annual Report:** See attached. Noelle moved that Alma contact Jack from SALS to help with graphics for the 2024 report. Mary seconded. Passed unanimously.

8. Next Meeting: October 25, 2023

- 9. Adjournment:** 10:00 a.m. Linda H. voted to adjourn. Hali seconded. Passed unanimously.

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