

Town of Chester Library Board of Trustees
Meeting Minutes
April 17, 2024

1. **Call to Order:** Mary Stein called the meeting to order at 8:05 a.m. **Present:** Mary Stein, Linda Hales (virtually), Greg Gross, Vanessa Hutton, Ryan Hutton, Hali Holmes; Library Directory: Alma Alvarez; Town Board Rep: Jenna Marie Cooper. **Not present:** Noelle McCrum; Friends of the Library: Linda Taverni

2. **Approval of Minutes for March 20, 2024:** Greg moved to approve the minutes. Linda seconded. Ryan and Vanessa abstained. Motion passed.

3. **Public Comment:** None

4. **Director's Report:** Alma presented. See attached. Hali moved to accept the Director's Report. Vanessa seconded. Passed unanimously.

5. **Town Board Report:** Jenna shared the plans for the 225th anniversary of Chestertown, to take place at the Town Hall on July 13 at 3 p.m. (rain date July 14). There will be a lot of activities, and the driveway might be blocked off. It should not affect library hours; however, there was discussion about extending or changing the library hours so that people can come in to view the display of Sumi's photos. Decision will be made at a later date.

6. **Friends of the Library Report:** None

7. **Committee Reports**
 - A. **Development Committee:** Greg met with members of the school, including students, re: planning of the How to Prepare for Your First Year of College program. They've narrowed it down to four dates. Donuts will be provided with funds from the FOL.
 - B. **Publicity Committee:** No report.
 - C. **Financial Report:** Alma shared. See attached. She reported that we need to budget more for phone and Joint Automation and less for training. Ryan moved to amend the library budget by taking \$200 from training to put toward phone costs, and \$250 from training to put toward JA. Greg

seconded. Passed unanimously. There was discussion about getting another CD. Decision tabled until May meeting.

D. Facility Report: None

8. Old Business

- A. Amending Trustee Terms:** Alma reported that the paperwork just arrived. It needs to be signed by the president and secretary, and notarized. We need to wait until May when Noelle returns to do so.
- B. Review of Handbook regarding Development Committee:** Linda reported that the handbook does not list a development committee. BOT will wait for Noelle's return to decide how to proceed.
- C. Graphic Design to Illustrate Annual Report:** Alma shared. Everyone is very happy with it. Vanessa moved to approve the graphic for the annual report. Greg seconded. Passed unanimously.
- D. Reminder to submit evaluations re: Alma's annual review to Noelle**
- E. Schenectady Public Library's withdrawal from Joint Automation:** Alma explained. There was discussion about how this might affect interlibrary loans, as well as the possible financial impact to our library. Jenna will keep this in mind for future year's budgets.

9. New Business

- A. Ethics Policy Review and Signature Form:** Signed by all trustees present.

10. Next meeting: May 15, 2024

- 11. Adjournment:** 8:56 a.m. Greg moved to adjourn. Mary seconded. Passed unanimously.

Respectfully Submitted,
Hali Holmes
Secretary, Library Board of Trustees