

Town of Chester Library Board of Trustees
Meeting Minutes
February 21, 2024

- 1. Call to Order:** Noelle McCrum called the meeting to order at 8:10 a.m.
Present: Noelle McCrum, Linda Hales (virtually-via Zoom), Mary Stein, Greg Gross, Vanessa Hutton, Ryan Hutton, Hali Holmes; Library Director: Alma Alvarez. **Not present:** Friends of the Library: Linda Taverni; Town Board Rep: Jenna Monroe Cooper
- 2. Approval of Minutes for December 6, 2023:** Mary moved to approve the minutes. Ryan seconded. Passed unanimously.
- 3. Public Comment:** None. All comments need to be put in writing ahead of meetings.
- 4. Director's Report:** See attached. Accessibility for people with hearing and vision challenges was also discussed. Alma shared that SALS is working on making new computers accessible. SALS will do an assessment of our website to ensure it meets accessibility requirements. Vanessa moved to accept the Director's Report. Mary seconded. Passed unanimously.
- 5. Town Board Report:** None
- 6. Friends of the Library Report:** None
- 7. Old Business**

 - A. Endowment Fund Raiser:** Total = \$2,980.
 - B. Development Committee:** Greg will meet with high school reps (including students) in April re: May event: "How to Survive Your First Semester of College."
 - C. Publicity Committee:** No report.
 - D. Financial Report:** Alma will present the quarterly report next month. There was discussion re: the meeting with the ADK Foundation, which all found very helpful. It was agreed that someone would go to the annual shareholder meeting. We will discuss investing in another CD at our next meeting.

E. Facility Report: Noelle will reach out to the painter again to finalize work and invoice. Noelle requested permission to order a large Waterhog Mat from L.L. Bean for in front of the circulation desk, not to exceed \$200. Greg moved to approve. Mary seconded. Passed unanimously.

8. New Business

A. Joint Automation Project: Mary moved to accept. Vanessa seconded. Passed unanimously.

B. Annual Report to NYS: Alma presented. See attached. Vanessa moved to approve. Mary seconded. Passed unanimously. Jack from SALS will create graphics.

C. Poster about responsibilities of FOL and Trustees: Noelle would like to generate a poster re: the differences between the responsibilities of the FOL and the Trustees, using a chart from the Trustee Handbook. Linda H. will discuss this with the FOL.

D. Trustee Recruitment: A potential candidate is no longer interested. There was discussion about how we can expand our search, such as reaching out to long-time local patrons, as well as the school district to see if there might be interest from parents. There was also discussion about changing the term length from five years to three. Alma will talk to someone from SALS to see if this is possible.

E. Donation to FOL from the Trustees for Wine Tasting Event: Trustees will purchase a wooden bear again this year.

9. Next Meeting: March 20, 2024.

10. Adjournment: 9:15 a.m. Greg moved to adjourn. Vanessa seconded. Passed unanimously.

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