

**DRAFT**  
**Town of Chester Library Board of Trustees**  
**Meeting Minutes**  
**February 19, 2025**

- 1. Call to Order:** Mary called the meeting to order at 8:12 AM. Present: Mary Stein, Greg Gross, Maggie Carpenter, Hali Holmes; Library Director: Alma Alvarez. Absent: Ryan Hutton, Vanessa Hutton, Noelle McCrum; Friends of the Library: Linda Taverni, Town Board Rep: Jenna Marie Cooper.
- 2. Approval of Minutes for January 15, 2025:** Greg moved to approve the minutes. Maggie seconded. Passed unanimously.
- 3. Public Comment:** None
- 4. Director's Report:** Alma presented. See attached. Maggie moved to approve. Hali seconded. Passed unanimously.
- 5. Friends of the Library Report:** None.
- 6. Town Board Report:** None
- 7. Old Business**
  - A. Publicity:** None
  - B. Financial Report:** Maggie presented. \$6,000 deposit made to Eric and Eric. Alma shared the year-end statement.
  - C. Facility Report:** Mary reported that Eric and Eric have been working on the renovation project.
  - D. Policy:** Discussion of Long-Term Plan review. Greg moved to accept the five-year plan. Maggie seconded. Passed unanimously.
  - E. BOT Self-evaluation:** Discussion of two options. One chosen. Trustees will complete and bring to next meeting.
  - F. Recap of Recent "Library Advocacy" Trustee Training Webinar:** Mary presented. A library advocacy day is held each year. Trustees welcome to attend.
  - G. Emails / Website:**

- a. Bob Walp thanked the BOT for the recent gift for his volunteer work maintaining the website.
- b. Trustees still having difficulty changing their own library email passwords.

**8. New Business**

- A. Alma handed out trustee training / education activity completion forms.
- B. Alma's evaluation will be completed by April this year. Goal for the future is to complete each January.
- C. As VP, Greg attended the latest FOL meeting. He reported on the meeting and said he was welcomed.
- D. Greg will work with the high school again this year in presenting the first year of college program in April.
- E. Alma handed out policies that need to reviewed and discussed at the March meeting.
- F. Need to make website ADA accessible. Mary will talk to Bob and get help from SALS if needed.
- G. Need to create an orientation packet for new trustees.

**9. Next Meeting:** March 19, 2025

**10. Adjournment:** Hali moved to adjourn at 9:35 AM. Greg seconded. Passed unanimously.