

**Town of Chester Public Library
Board of Trustees Meeting
December 12, 2018**

Roll Call: The meeting was called to order at 11:00 a.m. with the following members present: Alma Alvarez, Regina Chabarek, Charlie Lytz, Al Muench, Jane O'Connell, Lynn Thomas. Absent: Judy Patterson (excused), Mary Matrose (excused) and Steve Durkish.

Approval of November Minutes: The November minutes were approved. (M:Jane, S: Charlie, Passed). Al clarified that he had kept trustees in the loop before our last meeting, as he took preliminary actions toward the opening of a checking account.

Slate of Officers: The slate of officers for 2019 was approved. (M:Al, S: Jane, Passed) The slate is: President: Lynn, Vice President: Mary, Secretary: Judy, Financial Officer/Treasurer: Charlie.

Handling of our finances/checking account: After Charlie reported on conversations he had with Craig and Alma, the trustees agreed to take the next step: to set up a checking account (under the name "Town of Chester Public Library Endowment") with Glens Falls National Bank. The account will be used on behalf of the Board of Trustees to facilitate the flow of monies related to the Endowment Fund. (M: Al, S:Charlie, Passed) The 2019 Treasurer and President will be signatories on the account.

Letters of Resignation: Letters of resignation from Regina and Al were read and approved. Regina's, effective February 28, 2019: (M:Al, S:Jane, Passed). Al's, Effective December 31, 2018: (M:Jane, S:Regina, Passed). Tom Sliva will fill out the remainder of Al's term and start out his own term starting in July 2019. The board expressed gratitude to Al and Regina for their service.

Air Conditioner Quotes: Alma presented quotes from Buckman and from Jack Hall. Al reported on a conversation he'd had with someone very knowledgeable on this subject. Presented with the information in the two quotes, this person recommended Buckman for the job. The board agreed. A motion was passed giving Alma the go-ahead to pursue Buckman for the job, to apply for the SALS grant and to check for any other appropriate grant opportunities that would help finance this project. (M:Regina, S:Jane, Passed)

By-Laws Update: Charlie reviewed and revised our By-Laws, incorporating excerpts from a Best Practices example found in the Handbook. The next step will be for us to take Charlies compilation and further tailor the by-laws to meet our specific needs. Al shared a list of his suggested revisions which will be considered as this process continues. It was suggested that a committee be set up in January to work on the next step.

Adjournment: The meeting was adjourned at 12:00 noon. (M:Regina, S:Jane, Passed) Immediately after this meeting the board attended a holiday luncheon provided by the Friends for all staff and volunteers of the Library.

The next meeting will be held on January 16, 2019 at 10:00 a.m.

Respectfully submitted,
Lynn Thomas