

Town of Chester Public Library Board of Trustees Meeting

July 17, 2018

Roll Call: The meeting began at 6:30 p.m. with the following members present: Regina Chabarek, Mary Matrose, Al Muench, Jane O'Connell, Judy Patterson, Linda Taverni, Lynn Thomas, Alma Alvarez. Craig Leggett also joined us. Excused: Charlie Lytz.

Approval of Minutes: The June minutes were approved. (M:Al, S:Judy; Passed)

Treasurer's Report: No updates at this time.

Director's Report: Alma reported that the summer reading programs have begun. 60 people attended the recent Planetarium program. Over 30 children have signed up for the Reading Challenge. Sharon has put stations around town as part of the Reading Quest for extra points. A shared program with Brant Lake is coming up on August 1: "Make a Musical Instrument".

Development of the website continues.

The quote for the bathroom floor has come from Living Floors: \$1,200 - \$1,500. A baby changing station will be placed in a bathroom nearby on this floor of the building, as one won't fit in our small bathroom. Craig said that he also got a quote for a new elevator floor.

Alma and Mary will meet within the next week or so to work on the budget

Friends Liaison Report: Linda reported that the book sale was very successful, bringing in \$2,400. The Farmer's Market is also going well. There will be an interesting lecture series coming up in the fall.

Publicity: Al researched the Open Meeting Law as it applies to the library board of trustees and our responsibility to post/release public notice of our meetings. Prior to this meeting, he shared an email with the exact wording of the regulations. He brought copies of same to the meeting.

Our responsibility:

- We must "give", mail or electronically transmit to the news media notice of our meetings at a reasonable time prior to the meetings. Giving annual notice of our regularly scheduled meetings is sufficient.
- We must post public notice of the time and place of a regular meeting in one or more designated public locations at least seventy-two hours before such meeting.
- If we are able to do so, notice of the time and place of our meetings must also be posted on our website.

-Notice of special meetings should be released/posted as soon as possible.

Please note:

-We don't have to pay news media to release our public notices. We must provide them with the notices, and it is up to them whether to release them to the public. If they do, they do it as a public service, and are not paid by us.

-Jane will no longer need to send notices to the media.

-Alma said that she will advise Wendy to include the various media outlets as recipients when she emails notices of our meetings to her email list.

-Our annual schedule of meetings will be posted on our website.

-Craig said that notices of our meetings can be posted on the Town website, as well.

Regarding the public posting of our meetings, we voted to make these the official posting sites (M:Judy,S: Mary; Passed)

- The bulletin board outside of the library

-The bulletin board outside Bruce/Craig's office

-The bulletin board outside the Town Clerk's office

Endowment fundraiser: Our "Jazz on the Hudson" event will be held in two days! We reviewed the "to do" list, volunteered to cover additional tasks, and attended to every detail. At this time, we have 53 attendees and \$960 in donations. Alma noted that respondents have been evenly split between the email notice of the fundraiser and the snail mail outreach. We will hold a 50/50 raffle at the event. Mary revised our contract with the Inn at Gore Mountain to assure 50 attendees, rather than 60.

Regina shared a hand-out prepared by Donna Lagoy on the "History of the Mahoney Family of the Hermanus Estate at the Glen." We thought it would be a good idea to have copies of this available at the fundraising event, which will be held at the Hermanus Estate.

Adjournment: The meeting was adjourned at 7:18 (M:Al, S:Jane; Passed)

Our next meeting will be held on August 21, 2018.

*Respectfully Submitted,
Lynn Thomas*