

Town of Chester Public Library Board of Trustees Meeting

March 21, 2018

Roll Call: The meeting began at 10:00 a.m. with the following members present: Regina Chabarek, Jane O'Connell, Judy Patterson, Lynn Thomas and Alma Alvarez. Excused: Linda Taverni, Mary Matrose, Al Muench.

Interview of Charlie Lytz for trustee position vacated by Ron Lauzon. Trustees conducted the interview and voted unanimously to accept Mr. Lytz as a new trustee. (M:Judy, S:Jane, Passed) We look forward to all that he will contribute to the Board as a trustee.

Approval of Minutes: The February 20, 2018 minutes were approved. (M:Judy, S:Jane; Passed)

Treasurer's Report: Alma requested an adjustment to the budget: Move \$1,200 from Fund Balance to Line Item for NYS Retirement. (M:Regina, S:Lynn; Passed) A copy of the Budget will be placed on file in the Library's Binder of Minutes, and will continue to be so filed on a quarterly basis.

Director's Report:

- Trustees are reminded of the SALS annual meeting/dinner to be held on May 21, 5:30 p.m., at the Courtyard by Marriott-Excelsior Springs in Saratoga Springs.
- Alma will continue to develop our website, with help from SALS.
- Friends of the Library Wine Tasting and basket raffle will be held on May 20, 1-4 p.m. at the Friends Lake Inn.
- Alma handed out a brochure presenting the 2017 Annual Report on the Endowment Fund.
- Alma mentioned that we need to look into the official Whistle Blower Policy. Regina will check on this.
- Crandall Library reports that Literacy Volunteers, now called New York Literacy, is coming to new life. The program will develop classes in ESL, GED, and Citizenship testing. Crandall Library is currently looking for volunteers to be trained as instructors in these areas.
- We discussed the YMCA in Brant Lake and the fact that it offers a variety of programs. It is a tremendous local resource. The Glens Falls YMCA lists it on their website as the YMCA Adirondack Center.

Friends Liaison Report: Linda was absent, but it was noted that the Winter Book Sale netted \$2,500.

Unfinished business:

- Understanding our Endowment Fund Policy: Regina presented a video and a hand-out on Fiscal Sponsorship. Our Fiscal Sponsor is the Adirondack Foundation. Learn more about them on their

website: adirondackfoundation.org.

- Building projects: Alma will get three estimates for the bathroom / doors projects.
- Conflict of Interest document: Trustees are reminded to sign and return the last page of this document.
- Regina continues to work on public posting of info related to our Endowment Fund: appreciation for donors and info on our finances. A power point presentation will run on the library monitor for the next few weeks, then run again during the summer months. Additional info will be available to the public at the library desk.

Next Meeting: Our next meeting will be held on April 17, 2018 at 6:30 p.m.

Adjournment: The meeting was adjourned at 11:18 a.m. (M:Jane, S:Judy; Passed)

*Respectfully submitted,
Lynn Thomas*