

**Town of Chester Public Library
Board of Trustees Meeting
November 20, 2018**

Roll Call: The meeting was called to order at 6:15 p.m. with the following members present: Alma Alvarez, Regina Chabarek, Charlie Lytz, Mary Matrose, Al Muench, Judy Patterson, Linda Taverni, Lynn Thomas. Absent: Jane O’Connell (excused) and Steve Durkish.

The meeting began with an Interview with Tom Sliva. Afterwards, the board voted unanimously to approve Tom as a new board member. (M:Al, S: Judy, Passed). We made note of a suggestion that Tom made during the interview, that the library hold seminars on how to use e-readers and how to find out which books are available in that format.

Approval of October Minutes: The October minutes were approved. (M:Regina, S: Mary, Passed).

ADK Endowment Fund presentation: Russ Cronin from ADK was unable to attend our meeting, but he will come to one of our upcoming meetings to address our Endowment Fund and how it works. Alma did speak with him and he told her that we have a good amount of “spendable “ money. (\$15,000, with another \$5,000 in June 2019). He is glad that we’re not touching our principal, but added that there are ways to draw from the principal if necessary.

Alma wondered if we might want to have a lawyer look at the structure of our endowment fund, and said that we could have an audit done if we like.

Air Conditioner: Alma got a quote from Buckman’s for \$17,000. She will get a quote from Jack Hall.

Handling of our finances/checking account:

Since our October meeting, Al Muench took several actions independently and afterwards informed the board by email of what he’d done:

- had a conversation with the manager at the local branch of Glens Falls National Bank
- contacted the IRS and obtained a separate EIN for the library for the purpose of setting up a checking account
- spoke with his friend Rich McCrum, the new Friends treasurer, and advised Rich that it will not be necessary for him to set up a separate checking account under the Friends.

As a result, Linda reported that the Friends no longer wish to make its checking account available to assist the Board with the handling of temporary funds related to the Endowment Fund. Charlie raised questions about how our money is handled by the town, particularly whether they have a separate checking account for us.

In order to clarify and answer all questions, the following action was taken:

Charley is authorized by the Board to speak on behalf of the Board and talk with Town Supervisor (Craig), Town Bookkeeper (Bruce), and Alma to find out how library monies (donations, budgeted funds) are currently being handled, and to understand how the checking account works. (M:Judy, S:Regina, Passed).

Al made a motion, seconded by Judy, that we create a checking account to handle the money that the Friends have graciously handled for us, with our thanks to the Friends. Discussion resulted in the conclusion that this step may be premature in that we are still gathering information to clarify how monies are currently being handled (See Judy's motion above). Al withdrew the motion.

Director's Report: Alma informed us that we are allowed to adopt the Town's Sexual Harassment Policy. She handed out the policy to the Board members and asked that everyone please read, sign the policy, and bring the signature sheet to Craig's office immediately.

Friends Liaison report: Linda reported that we are invited to join the Friends in a holiday party on December 12th at noon. She previously sent out e-invites to the members of the board. We will supply drinks for the party. Also, Linda reported that the Rotary Christmas event will be held in the auditorium on Dec. 8, with Friends again supplying books for children.

Judy represented us at the last Friend's meeting, and told us again that the Friends are very happy with the success of their operation at the summer Farmer's Market.

Town Liaison: Steve was absent from our meeting, but in the future he will clarify for us the Town's request that all Board member terms coincide with the calendar year, January through December.

Endowment Fund Policy: Come to the December meeting with any additions/deletions to the policy and we'll table approval of the policy until January, 2019. **The Long Range Policy** will be discussed/approved in February 2019. Charlie worked on the By-Laws. He referred to the Handbook and he proposed changes. We'll vote on this in December.

Correspondence: Regina submitted a letter of resignation, effective February 28, 2019. A letter of resignation from Al will be forthcoming, effective December 31, 2018.

Slate of Officers: The Board will vote at our next meeting on the following slate of officers:

President: Lynn Thomas

Vice-President: Mary Matrose

Secretary: Judy Patterson

Treasurer (Financial Officer): Charlie Lytz

Adjournment: The meeting was adjourned at 8:24 p.m. (M: Al, S:Mary, Passed)

The next meeting will be held on December 12, 2018 at 11:30 a.m., prior to the holiday party.

Respectfully submitted,
Lynn Thomas