

Town of Chester Public Library
Board of Trustees Meeting
October 16, 2018

Roll Call: The meeting was called to order at 6:30 p.m. with the following members present: Regina Chabarek, Charlie Lytz, Mary Matrose, Al Muench, Jane O'Connell, Lynn Thomas, Alma Alvarez and guest Sara Dallas. Absent were: Judy Patterson (excused), Steve Durkish, and Linda Taverni.

We welcomed Sara Dallas, SALS director, to our meeting. She shared information on several issues:

- Anti-Harassment Training: Regulations now require that library directors and staff receive anti-harassment training, and it is highly recommended that trustees take the training, too. Such training must be taken by October 2019. SALS is working to develop an interactive training, but training on this topic that is put on by the Town or by the school will fulfill the requirement as well. Sara said that SALS will share a model of an anti-harassment policy which includes a procedure and form to use if someone wants to file a complaint. Al mentioned that the Town has a policy and we may want to take a look at that.

-Trustee Education Policy: Sara handed out a draft proposal for a Library Trustee Education requirement. Under this policy, each trustee must participate in 3 hours of education per year. This can include SALS trainings, conferences, attending the annual meeting, etc. This is self-reported by each trustee and summarized on our annual report. Sara will provide us with a list of possible opportunities for trainings.

- 3 Challenge Grants:

1) Programs: Applications will be out soon and due the end of December. This is for new programs.

2) Building Grant: Also due at the end of December, up to \$5,000 is available for small projects.

3) Continuing Education: Each library may apply for up to \$1,000 to help defray the costs of staff attending conferences, taking a course, etc. Money may be used to hire substitutes to cover for staff when they attend a conference.

NY Council of Nonprofits also has grants available to us. Check out www.nycon.org.

Sara also shared a **Recommended Policies Checklist**, which serves as a guideline for the types of issues that we may need to include in our written policies.

Regarding email addresses: Alma will have Wendy check the patron list and change Charlie's email to his library email address.

Approval of Minutes: The September 2018 minutes were approved as written. (M: Al, S:Mary, Passed)

Director's Report: Alma reported that Craig Leggett told her that the Town will cover the cost of the new bathroom floor. But, he said, the Town does not have the money to replace our air conditioning system. Tomorrow Jack Hall will come to assess the air conditioning situation. Alma thinks we can apply for a SALS grant and augment it with our own money. She needs 3 quotes, and so far has had trouble getting local vendors to respond to her calls. She'll continue to work on it.

Friends Report: Alma reminded us that there's a program on Loons tomorrow night at the library.

Steve Durkish: As Steve was not present we will table his update on coordinating Trustee terms of office with the town clerk.

Gifts and Endowment Fund Policy: Al brought up a question about why the Trustees use the Friends' Checking Account. Alma explained how our handling of money and donations are currently done, but several questions remain: Regarding the ADK Foundation and our endowment, what exactly is our "principal", and how much and when can we access it? Why (historically) do we handle money (donations) the way we do?

Sara suggested that Bob Jeffords could help us sort it all out and give us thorough answers. She will email him, copying in Al and Regina.

Al will continue his review of the Gifts and Endowment Fund Policy after these and other questions regarding our handling of money are answered.

Town of Chester Public Library By-Laws: Both Judy and Charlie reviewed the by-laws. Charlie brought up several issues that need to be included or clarified in our by-laws: wording that defines "library" as the Town of Chester Public Library, the inclusion of a residency requirement, dismissal of a board member, a clause prohibiting board members from going rogue in representing the library, inclusion of specified months for our annual Organizational Meeting (January) and Budget review (July), job description of library director, and definition of fiscal year as it relates to calendar year. Charlie will present a draft of the revised by-laws for approval at our next board meeting.

Long Range (5 Year) Plan: Charlie will also lead a review of our 5 year plan at the next meeting.

Donor Letter: Regina drafted a fundraising letter and presented it to the board for review. We made a few suggestions. She will run it by Linda for her review. We'll hope to get the letter out

during the first week of November. Helpers will be needed to get the mailing together.

Change in Meeting Time: For the months of January, February and March 2019 our meeting time will be changed to 10:00 a.m. on the third Wednesday of the month. (M: Jane, S: Mary, Passed)

Slate of Officers: Officers' terms end at the end of December. We'll need to put together a new slate for the coming year. Lynn is interested in continuing as secretary. Regina will call around to discuss board members' interest in assuming the other offices.

Board Vacancy: Al will be leaving the board at the end of the year. Although this is several months earlier than his official term ends, it responds to the Town's request that all of our terms begin and end with the calendar year. Regina will seek out a replacement and we will interview someone, hopefully, next month.

Adjournment: The meeting was adjourned at 8:16 p.m. (M:Al, S:Mary, Passed)

Our November meeting will be held on November 20 at 6:30 p.m.

*Respectfully Submitted,
Lynn Thomas*