

Town of Chester Library Board of Trustees meeting
April 16, 2019

Meeting called to order at 6:35pm

Those present: Lynn Thomas, Charlie Lytz, Trudy Walp, Mary Matrose, Tom Sliva, Judy Patterson, Alma Alvarez, Library Director. Excused, Sandy Deak, absent, Linda Taverni, Friends of Library and Steven Durkish, Town Board.

Minutes of last meeting: It was suggested that the wording in the Financial Report section, "There is \$105,249 available...." be changed to "There is a balance of \$105,249 in the Endowment Fund" With this change, the minutes were approved by Board. (Mary moved, Tom Seconded)

Financial report: Charlie suggested we get a Quarterly report from the Town Bookkeeper to replace the monthly report we get now, with added information as needed. Agreed.

Director's Report: As the representative from the Friends of the Library was absent, Alma A reported that the annual Wine Tasting of the Friends the Library will be held at the Bull House on May 19 from 1:00 to 4:00pm. The Friends of the Library Newsletter has been sent. It contains news of the Library as well as a RSVP for the Wine Tasting and an application for membership to the Friends of the Library. SALS annual meeting will be held May 20 from 5:00 to 9:00 pm at the Fort William Henry Conference Center in Lake George. The reservation deadline is May 3. One trustee from each library is offered a free meal. The theatrical lighting and sound system has been removed from the auditorium making it unusable as a venue for programs (such as our Endowment fundraiser) at this time. The Town is trying to obtain a grant to replace the lights and sound system. It was asked if the auditorium at NWCS could be used for our Endowment fundraiser program?

Committee reports

Endowment: Joe Bruchac has been contacted about providing a program for the Endowment Fund fundraiser, but he has not responded since. It was decided to put the Endowment Fundraiser on hold for the time being. The Adirondack Foundation can help us identify donors in the area who have donated to other things, but not to the library. Alma will email Trudy with info from the woman at the ADK Foundation who can help us with this.

Policies: Charlie L reports that he will Email a handout of changes to the By-Laws to each Board member for their review.

We need to update the Endowment Fund description.

We will look at Endowment and Gift Policies.

Tom S distributed a handout with a list of possible policies to the the Board for their consideration by the June meeting.

Tom S. asked if we need a policy for the Friends of the Library or if there is even a need for this in our library. Tom S will look into this.

Grants: SALS has a grant available for \$1,000 for professional training.

We have paid SALS for sexual harassment training. Since there is a video on Sexual Harassment available from the Town for our use, it was asked whether we could withdraw the payment from SALS.

A grant is available for Board of Trustees to attend the NYLA conference to be held in Saratoga Springs on Nov. 13 -16. Charlie moved we apply for this grant, Judy P seconded, approved.

Technology:

Lynn proposed that we form a **Library Committee on Technology** to do the following:

1. Assess our current online presence and use of technology to serve the needs of the board, director, staff, volunteers and community.
2. What are our (state) mandates and opportunities?
3. What next steps are recommended? Present prioritized goals to board for approval.
4. Working with director and staff, committee oversees and assists in the immediate and ongoing implementation of goals.

It was agreed to develop a committee for this purpose Lynn T will chair, Trudy W and Charlie L also volunteered. Lynn T asked that anyone in the community interested in helping out, Email her. All agreed to this idea.

Adjournment: Motion made for adjournment by Trudy W, seconded Mary M. Meeting adjourned at 8:15 pm.

The next meeting will be held on June 18 at 6:30 pm.

Respectfully submitted,
Judy Patterson, sec.