

**Town of Chester Library Board of Trustees
Meeting Minutes
March 20, 2019**

Attendance:

Trustees: Lynn Thomas, Tom Sliva, Charles Lytz, Trudy Walp

Absent: Excused: Mary Matrose, Judy Patterson

Staff: Alma Alvarez, Library Director

Guests: Sandy Deak, Russ Cronin

President Lynn Thomas called the meeting to order at 9:55 AM.

New Trustee Candidate Interview

•Sandy Deak was interviewed by members of the Board of Trustees to fill the vacancy of Jane O'Connell. Tom Sliva made a motion to approve Sandy Deak as a new trustee, seconded by Charles Lytz. The motion carried unanimously.

ADK Foundation Presentation

•Russ Cronin from the Adirondack Foundation presented an overview of the Adirondack Foundation and a current report of the Town of Chester Library Endowment Fund. (See attachment)

•highlights of the presentation included: benefits provided by the Foundation such as completion of annual audit of our endowment, letters of acknowledgement/tax deduction to donors, list of donors in the area who aren't yet contributors to our endowment, communications expert available, grants available.

•there is an online portal to our fund located at the "donor central" link on the ADK Foundation website homepage.

•the Library Board of Trustees has taken 9 grants to date and has \$16,400 available to use or rollover.

•in Board discussion that followed Russ's presentation, Alma stated there are policies in place related to the endowment fund. The suggestion was made to review those policies and update as needed, perhaps including in the by-laws as well. Russ suggested we consider applying for a "Generous Acts Fund" grant.

Board of Trustees Meeting Minutes

•a motion to approve the February 20, 2019 Board of Trustees minutes was made by Tom Sliva and seconded by Charles Lytz. Motion carried unanimously.

Financial Officer's Report

•Financial Officer Charles Lytz reported the current Trustee checking account balance is unchanged from February, 2019 and remains at \$2, 920.24. There is \$105, 249 available in the Endowment Fund as of 3/1/2019.

- budget adjustment items were discussed. (See attached) Trudy Walp made a motion to approve the budget adjustments, as described. The motion was seconded by Tom Sliva and passed unanimously.

Director's Report

- Library Director Alma Alvarez reported the SALS annual dinner and meeting will be held May 20th at Fort William Henry. Happy hour begins at 5 PM, with dinner at 6:00.
- SALS will be sponsoring the required sexual harassment training but its availability has not been set at this time.
- Alma presented both the Town of Chester Public Library "Library Endowment Fund Annual Report, 2018" and the Town of Chester Library Public Library "2018 Annual Report." Both reports were submitted for the minutes. Tom Sliva made a motion to approve the "2018 Annual Report" and Charles Ltyz seconded the motion. It passed unanimously.
- Alma shared information about the NY Library Trustees Online (NYLTO.org) resource. Board members who would like a password, please contact Alma.

Friends Liaison Report

- Friends Chairperson, Linda Taverni, submitted a report including items about the Friends recent book sale (which was very successful), the completed move of the Friends book room to Room 201 in the Municipal Center, and the upcoming Friends wine tasting fundraiser being held on May 19, 2019 at The Bullhouse in Chestertown.

Town Liaison Report

- no report submitted.

Committee Reports

Endowment Fundraising: Trudy Walp reported Joseph Bruchac has agreed to do a program for us. A date of August 2, 2019 has been tentatively set. Discussion followed about details of the presentation with consensus about a program length of an hour and a quarter and a program start time of 7 PM. Further details to be determined.

Policies: Tom Sliva and Charlies Ltyz recommended a review of policies and some areas of the by-laws. They will present suggested updates at the April, 2019 meeting.

Grants: Trudy Walp presented the (draft) targeted activities for a SALS "Continuing Education Challenge Grant." The application deadline is May 31, 2019 and the final draft of the grant application will be presented at the April, 2019 meeting for approval by the Board.

Unfinished Business

- Jane O'Connell submitted her letter of resignation from the Board of Trustees. Lynn Thomas sent a letter of acknowledgement to her.
- Trudy Walp signed the Oath of Office on March 6, 2019. She is filling Regina Chabarek's term of office which ends on August 17, 2021.

Correspondence

- none

Other

- none

Adjournment

- Charles Lytz made a motion to adjourn the meeting at 12:30. Lynn Thomas seconded the motion. Motion carried unanimously.

Respectfully Submitted,



Trudy Walp
Trustee of the Town of Chester Public Library

**The next Library Board of Trustees Meeting
Tuesday, April 16, 2019
6:30 PM**