

**Town of Chester Public Library Board of Trustees
Meeting Minutes
October 15, 2019**

Attendance:

Trustees: Lynn Thomas, Mary Matrose, Sandy Deak, Tom Sliva, Trudy Walp

Absent: Steve Durkish. Excused: Charlie Lytz, Judy Patterson

Staff: Alma Alvarez, Library Director; Sharon Berg, Library Clerk

Guest: Sara Dallas, SALS

President Lynn Thomas called the meeting to order at 6:38.

Guest Presentation: Sara Dallas, SALS

- SALS is a cooperative public library system with 34 member libraries.
- Sara spoke about new library minimum standards, effective January 2021:
 - Trustee continuing education regs: 3 hours a year. This hasn't been passed and isn't reg yet. Sara's presentation time to libraries counts, as do webinars, workshops, etc. .
 - "Long range plan of service": community based in its development- must be in place for 2021. Sara suggested we invite Erica to walk us through the process for a "Community-based plan of service". Sara thinks about 4 months will be required to develop such a plan.
 - Technology to meet community needs is a new standard.
- Sara suggested reaching out to Jack for assistance in posting required information to our website.
- SALS has grants available for continuing ed, especially in the area of technology. Money for continuing education (\$1,000 grants) and small construction (\$5,000 grants) and seed project challenge grants (up to \$10,000) have been approved. Information will be out shortly.
- SALS is holding workshops and working with other agencies to support the census and distribute information. The role of libraries is to encourage people to complete the census and to help them complete the (online) census report, as needed.
- Sara encouraged us to sign the MacMillan eBook petition. (See the SALS website.)

Approval of Board of Trustees Meeting Minutes

- Tom made motion to approve the September 2019 minutes, as presented. Mary seconded, all approved.

Monthly Reports

Director's Report

- Alma resolved some (Town) finance report errors after meeting with the Town Bookkeeper. Some budget adjustments are needed; Alma presented the changes item by item. Tom made a motion to approve the described item changes; Mary seconded the motion and it passed unanimously. (See attached budget expenditures, revenues, and budget adjustment items.)
- the library received a \$600 unrestricted donation from the Loon Lake Park District, Marv Cole Golf Tournament.

Financial Officer's Report

- no report submitted.

Friends Liaison Report

- thank you to Linda for her fine presentation about the Friends at our September meeting.
- Linda reported a good turnout for the first presentation in the Friends lecture series. Greg Schaefer's presentation is on October 23rd at 7PM.
- the Friends, Trustees, and Library staff would like to do combined holiday party (luncheon) on Tuesday December 17th at 1:00 in the library. Trustees provide the drinks and desserts. Details will be discussed further next month. The suggestion was made to invite the Town Supervisor, Craig Leggett and other town officials.

Town Liaison Report

- no report submitted.

Committee Reports

Endowment: Mailing for this year's endowment trust fund campaign is ready. The donor letter and bookmark enclosure were shared. The mailing will be sent out on October 18th. Mailing is for individual donors; not businesses at this time. A total 160 individual mailings will be sent.

Policies: Tom stated items listed under procedures cannot be part of the policies. He noted some early versions and revisions of policies are missing. Suggestion was made to send draft revisions electronically to people for our comments. Tom will send the gifts policy, as it needs further revision.

Technology: Lynn invited response to the tech report; no questions. Need to set-up the remaining Trustee library email addresses. We also need to survey community technology needs. Tom raised idea of purchasing laptop for the Board. Discussed purchasing through SALS versus purchasing from a vendor ourselves.

Grants: Continuing Education grant we applied for from SALS in May was awarded for the full amount (\$855) for interested Trustees and library staff to attend the annual NYLA Conference being held in Saratoga in November. Funding is still available for any interested trustees who haven't registered.

•we might apply for a small "continuing education" grant to hold an afternoon workshop for trustees, library staff, and Friends about using Word to create and share documents. It's likely some content would be review but also new information. The primary goal is to develop common understandings and common language so we can collaborate online on documents, such as writing and revising policies. Application due date is October 25th.

•Judy asked about replacing the library doors at August meeting. A check of SALS and SED website indicated grants for such renovations were just approved by SALS and will be available soon. Alma will check into the \$5,000 small construction grant Sara Dallas mentioned in her presentation.

Future Development: Will be meeting this coming month.

Meeting the 2021 Standards

•Focus on Policies: Brief discussion focusing on points raised earlier in the meeting. This will be an continuing conversation.

Other New or Unfinished Business

- need slate of officers for January; please be thinking about it.
- it's time to begin the search for new Board member.

Adjournment

Tom moved to adjourn. Sandy seconded. Unanimous! The meeting ended at 8:15.

Next Meeting: New Day and Time!

Wednesday, November 20, 1:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Trudy M. Walp".

Trudy Walp

Trustee of the Town of Chester Public Library