

**Town of Chester Public Library Board of Trustees  
Meeting Minutes  
August 19, 2020**

**1. ROLL CALL**

**Trustees:** Lynn Thomas, Bob Walp, Judy Patterson, Tom Sliva, Sandy Deak, Noelle McCrum. Excused: Vanessa Hutton

**Library Staff:** Alma Alvarez, Library Director  
Linda Taverni, President of the Friends of the Library

President Lynn Thomas called the meeting to order at approximately 1:13 pm.

Lynn welcomed Noelle to the meeting.

Lynn read a statement from the Board echoing the apology that had been extended to Alma from a member of the Board, and expressing a desire to move forward in an attitude of respect and professionalism. She then read a personal statement to Alma from herself expressing the same. Lynn said that she hopes that this moment can mark a reset in our work together.

**2. APPROVAL OF MINUTES**

Noelle made a motion to approve the July 22, 2020 minutes. Judy seconded the motion. Passed.

Tom made a motion to approve the August 13, 2020 Special Meeting minutes. Judy seconded the motion. Passed

**3. MONTHLY REPORTS**

**DIRECTOR**

In addition to the Director's Report dated August 19, 2020 (attached), Alma reported her concerns about the unresolved issue of how the staff is to be paid during the closure of the Library. She also feels there is pressure to open from the Board. Staff does not have confidence in safety if Library opens and are fearful. Alma says there are no service problems with the Library.

Lynn responded to Alma's concerns:

-Endowment Checking Account: We will revise the Endowment Policy to mandate having two signers on the account at all times.

-New Minimum Standards: Lynn will give a status report at the next meeting.

-Assignments from Board to Director: Lynn said that the weekly updates were never meant to be so time consuming for Alma. Judy and Lynn expressed to Alma at the time that Alma could suggest revisions to the forms and make sure that they served her purposes and were easy to do.

Lynn suggested and the Board agreed that the weekly updates which would be due on the Fridays before and after the monthly Board meeting would not be necessary, as they fall so close to the monthly report at the Board meeting.

Alma expressed concern about relations between the Board and herself. Lynn will set up a private meeting between Alma and one of the Board members in order to clear up any misunderstandings.

Lynn and Alma agreed that we would all proceed from this point, let go of past grievances and move forward.

Discussion followed concerning library construction projects:

- Doors
- Windows
- Air conditioner

Tom will ask John Nick to make an appointment to go into the Library to look at the air conditioner and possibly also the entrance door to the Library.

## FINANCIAL OFFICER

The budget is within \$600 of the 2020 goal. We are fine for this year. Five percent of the Endowment fund is available for any usage. The budget will be approved at the next Board meeting on September 16.

## FRIENDS

They are in good shape financially.

-The Raffle is going well.

-Donations for a book sale are in the Book Room. Possibility of a book sale later in the year.

-Through the Newsletter there have been additional donations and new memberships.

-Trudy is searching for a grant for the Dolly Parton preschool reading program for kids.

#### **4. COMMITTEE REPORTS**

Four committees have been established. The following Board members have chosen the following committees:

Library Development – Judy

Publicity/Promotion – Noelle

Facility – Judy, Tom and Sandy

Financial Stewardship/Fundraising/Endowment Fund – Bob, Tom, Noelle, Lynn, Sandy

Additionally, Policies will be handled by Bob and Tom

Grants would be included in each of the committees.

#### **5. POLICY – Dual Boards**

Is there a conflict of interest for any party to be on the Board of the Friends and Board of Trustees simultaneously? A determination was made that in the event of potential conflict of interest, the party would recuse themselves from financial decisions.

Tom made a motion that existing ethics policy addresses potential conflict of interest between members of the Board of Trustees and Friends of the Library Board. Noelle seconded. Passed.

#### **6. NEW BUSINESS**

Amendment to Phase 2

Beginning Tuesday, September 8, 2020 patrons will be allowed to schedule appointments to come into the library to use computers. The Director will decide how many computers to offer for use at this time and will prepare the Library environment for sanitation and safety according to prescribed safety protocols.

Patrons will adhere to safety protocols put in place and enforced by Library staff. Library staff will schedule appointments in accordance with staffing schedules and availability. Library staff will determine time frames for each appointment and time needed for sanitation between appointments. The success of this plan will be evaluated by the Director and discussed with the Board at its September 16<sup>th</sup> Board meeting.

Barring new safety or health concerns related to COVID-19, it is expected that at the September 16<sup>th</sup> Board meeting the Director will propose and the Board will approve a revised version of Phase 3 of the Reopening Plan with criteria for implementation of Phase 3.

Tom made a motion to approve. Sandy seconded. Passed.

**Next Meeting is Wednesday, September 16 at 1:00 PM.**

Tom made a motion to adjourn the meeting at 3:33 pm. Seconded by Bob. Passed.

Respectfully submitted,

Sandy Deak, Secretary  
Library Board of Trustees  
Town of Chester Public Library