

**Town of Chester Public Library Board of Trustees**  
**Meeting Minutes**  
**January 22, 2020**

**Executive Session:**

The Board of Trustees went into executive session at 12:55 pm to discuss personnel matters and came out of executive session at 1:15 pm.

**Roll Call:**

**Trustees:** Lynn Thomas, Sandy Deak, Tom Sliva, Bob Walp, Judy Patterson, Trudy Walp

**Town Board Member:** Karen DuRose

**Staff:** Alma Alvarez, Library Director

**Excused:** Linda Taverni

President Lynn Thomas called the meeting to order at 1:15pm.

**Approval of Board of Trustees Meeting Minutes**

•Tom made a motion to approve the December 19, 2019 minutes, as corrected. Sandy seconded, all approved. The corrected December 19, 2019 minutes will be posted on the Library website.

**Monthly Reports**

**Director**

- Alma reported 61 responses have been received yielding a total of \$5,830 to date in endowment fund contributions. This is approximately a 41% response rate to the 2019 fundraising campaign.
- Alma has started a review of this year's programming and community collaborations.
- work is in progress on a collaboration with the Horicon Library and other community organizations to provide free lunches every weekday during the summer for school-age children.
- upgrades to the circulation system (Polaris) has been completed and the associated glitches resolved.
- upgrades to increase bandwidth have been completed, for free, by Spectrum, and will provide faster upload and download speeds.
- the Annual Report to the State Education Department will be ready for approval at the Trustees meeting on February 19<sup>th</sup>.
- Alma reported on non-library organizations and programs being held at the Library in February, 2020.

**Financial Officer**

- no report submitted. The new financial officer, Bob Walp, is working on access to the checking and endowment fund accounts.

**Friends**

- the Friends winter book sale will be February 21 and 22. Volunteers are needed to help.
- the annual wine tasting fundraising event will be held May 17<sup>th</sup>. Details TBA. Trustees should think about a basket theme for the raffle.
- the Friends newsletter will be out soon.

### **Town Liaison**

- introduction and welcome of Karen DuRose, the new liaison for the Town of Chester Town Board

### **Committee Reports**

- all committee reports were tabled until the February 2020 meeting.

### **Board Applicants**

- draft revisions to the questions used for interviewing Trustee applicants were reviewed. Suggested changes were made and the final draft will be presented at the February meeting.
- Tom suggested several people as potential new Trustee candidates.

### **Long Range Plan**

- Lynn opened discuss by inviting thoughts on findings from the Town's recent survey. Tom suggested we need more information from specific community groups. Suggestion was also made that questions/responses address library topics more directly. There was some discussion around the idea of developing a structured questionnaire with a few questions to be sent to contact people in the specific community groups. The Long Range Plan Committee will meet on February 7<sup>th</sup> at 10 am with a focus on relevant ideas and findings from the Town's survey to begin our work.

### **Other New or Unfinished Business**

- Bob raised concerns and ideas regarding library publicity. The idea of a marketing or publicity committee was suggested.

### **Library Development: "Planting Seeds"**

- Lynn introduced the idea of having regularly scheduled time during our monthly Trustee meetings to share ideas related to growing the library.

### **Adjournment**

Judy moved to adjourn. Bob seconded, all approved. The meeting adjourned at 2:40 pm.

**Next Meeting: Wednesday, February 19<sup>th</sup> @ 1:00 pm.**

Respectfully submitted,



Trudy Walp, Secretary  
Town of Chester Public Library