

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

NOTE: Virtual Meeting held via Zoom; recording posted in its entirety at the Town of Chester Public Library website <http://www.chesterfriends.org>

Roll Call:

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

Library Staff: Alma Alvarez, Library Director

Friends of the Library Liaison: Linda Taverni

Town Board Liaison: Karen DuRose

President Lynn Thomas called the meeting to order at 1:05 pm. She began the meeting by noting the Board of Trustees did not hold its March meeting, as the Library closed on March 17th. On March 15, 2020, the Board of Trustees voted unanimously to temporarily close the Library. The vote was taken via email and the motion read as follows:

“As a precaution against the spread of the COVID-19 viral pandemic, the Town of Chester Public Library will be closed from Wednesday, March 18 through April 20, 2020. These dates coincide with the closing of the North Warren Central School for the same purpose. The library director may recommend a change to this plan at any time and may direct staff to report to work during this closing as she deems appropriate.”

Approval of February 2020 Minutes (Time stamp 1:30)

•Bob made a motion to approve the February 19, 2020 minutes, as written. Tom seconded, all approved.

Monthly Reports

Director (Time stamp 2:42)

- Alma requested her report about the closing of the Library in March be included with the minutes as her March report. The report is included with these minutes on the Library website.
- Since the March report, Facebook and the Library website have been updated. Online support has been provided as patrons have requested.
- SALS has been holding meetings with library directors about re-opening and restoring services. SALS will provide guidance and suggestions to libraries for re-opening. They've suggested libraries follow a coordinated re-opening plan. A question was raised about the implications for our re-opening if we have to wait for libraries in the southern part of SALS to re-open.
- Fines for overdue books have been extended until the end of May. Live, in person summer reading programs have been cancelled by some libraries with virtual programs being held instead. Alma stated no decision has been made by our library yet, but summer programs already scheduled by the library may need to take another form. The

planned summer lunch program will hopefully still be held but in a modified form, not as a “sit-down” lunch, as originally planned.

- Alma presented a brief overview of the 2019 Annual Report, noting a small decline in circulation, the number of successful programs, and an increase in the use of the library by outside groups/organizations for events. Sandy made a motion to accept the 2019 Annual Report, Tom seconded, and the motion passed unanimously. The 2019 Annual Report is posted on the Library website.

Financial Officer (Time stamp 25:00)

- Budget Adjustment discussion was led by Financial Officer, Bob Walp. Bob walked the group through the budget adjustment details. Tom made a motion to accept the budget adjustment, Sandy seconded, and it passed unanimously. Tom asked if we’re still being charged by SALS for services while we’re closed. Alma explained we are and why.

- Quarterly Report (time stamp 30:20) included presentation of the balance sheet (income/expenses), ADK Foundation statement from December 31, 2019 plus a screen shot of our current balance, our current endowment checking account statement from Glens Falls National Bank, and contributions from the Friends of Library. Some discussion around gifts and donations, grants, possible future funding issues, and Library operating costs. The distinction was made between what is commonly thought of as a grant and the ADK Foundation’s use of the term *grant* as their label for the action when we withdraw money from our endowment trust. It is not “new money” but a withdrawal from our endowment money.

Friends Report (Time stamp 52:52)

- Linda reported the annual wine tasting fundraising event has been rescheduled for September 27th and will be held at the Friends Lake Inn.
- the Friends made around \$2,400 at the February Book Sale. Fundraising activities for the remainder of the year are a question mark. The Farmers Market is on hold at this time and the July Book Sale may or may not happen. If the wine tasting doesn’t happen, the basket raffle still may take place in the Library.
- Linda shared a graphic depicting the Friends contributions to the Library.
- the Friends hope to support the things they budgeted for the Library this year.

Town Liaison Report (Time stamp 57:30)

- Karen reported the current bookkeeper is leaving and a new one will be hired.
- the Town is concerned with revenue at this time; it will be lower than they budgeted. No discussion about cuts to the Library

Approval of Resolution: Adopting Two Paid Leave Policies (Time stamp 57:26)

- Lynn presented proposed resolution and called attention to the tentative date included in the resolution of April to be changed to “date to be announced.” The correct dates will be entered once dates are known.
- Lynn also presented two policies: a “Quarantine Leave Policy” and a “Paid Leave During Emergency Closing Policy.” Discussion followed around questions of what the

source of the policy was, if the Board can make such policies, if such policies are needed, what the expectation is for library staff when working at home, where the Town stands in terms of a similar policy of their own. SALS received guidance from a lawyer for the resolution and policies. The argument was made that one important purpose of these documents is to provide guidance for future similar situations in terms of policy and procedures. Karen suggested discussing with the Town Supervisor and Alma suggested the Town attorney should be consulted.

- the decision was made to table the draft resolution and both draft policies pending further review to determine if the resolution and policies are needed, and to check with the Town attorney for his opinion and guidance.

Other New or Unfinished Business (Time stamp 1:16:30)

1)Tom proposed we form a committee to develop policy and procedures for re-opening the Library. Trudy, Lynn, and Sandy volunteered to serve on the committee with Tom and Alma. Alma suggested the effort would be more about procedures than policy and she views re-opening procedures as part of the Board's responsibility.

2)Bob asked if Alma's first activity report needed a date. Alma stated April 7th as the date of the first report.

3)Tom inquired about status of new Trustee search. Alma stated we can't hold such an election at this time, but we can continue our search. Lynn reminded Trustees to refer interested candidates to the Trustee information on the Library website.

Next Meeting (Time stamp 1:21:46)

- Lynn proposed scheduling a May meeting and suggested May 20th at 1:00. There was consensus from the group on that date and time. Lynn reminded everyone to check their email regularly, especially their Library email, and to respond promptly.

Adjournment (Time stamp 1:22:27)

- Tom made a motion to adjourn the meeting and Bob seconded. Unanimous. The meeting was adjourned at 2:33.

Respectfully submitted,



Trudy Walp, Secretary
Town of Chester Public Library
Board of Trustees