

**Town of Chester Library Board of Trustees**

**Meeting Minutes**

**April 27, 2022**

**Chester Library**

1. **Call to Order:** 7:03 by Vanessa Hutton
2. **Roll Call:** Vanessa Hutton, Bob Walp, Noelle McCrum, Greg Gross, Ryan Hutton.  
Absent: Linda Hales  
**Library Director:** Alma Alvarez  
**Town Board:** Karen DuRose  
**FOL:** Trudy Walp
3. **Approval of Minutes:** Noelle moved to accept the minutes; Vanessa seconded. Passed unanimously.
4. **Director's Report:** Alma reiterated the printed report she had submitted with the following additions:  
**Ruplin Gallery and Display Case:** The display will be of depression glass.  
**Open Meeting Policy Changes:** Trustees attending meetings via video can not be counted toward a forum but can vote and be counted if a quorum exists.  
**Term Expirations:** Ryan's term expires in June and Noelle's in July. Alma will send a single letter of re-appointment to both Trustees.
5. **Q1 FO Report:** Bob reported that "budget-wise...we are in good shape." The Endowment Fund declined \$20 K due to market forces. There are no changes in the checking acct.  
**MOTION:** Vanessa moved to rescind The Library Budget Amendment from the March meeting. Noelle seconded. Passed unanimously.
6. **FOL Wine Tasting:** Noelle collected \$20.00 from each trustee to cover the cost of a carved bear to be auctioned off at the Sept. 18 event. Winning ticket will be drawn at the event, but ticket sales start in June, 2022.
7. **Annual Report:** Bob displayed the formal poster he had created titled "Report to the 2021 Community." Trustees offered high praise. Greg moved to accept "Report" ;

Noelle seconded. Passed unanimously.

**8. Children's Report:** Trudy Walp reported the choice of a lean-to to be built and donated to The Children's Room. Of the \$3,700 grant, \$1,500 will go toward materials and \$2,100 to furnishings. Bob unveiled his designs for interior and exterior to Trustee applause. The lean-to will have inside and outside seating areas as well as interior sconces for lighting. Noelle suggested adding a message board for kids to write on. Bob selected Memorial Day Weekend for delivery and set-up by Trustees. Ms. DuRose offered staff from Parks and Rec.

MOTION: Noelle moved to accept the plan; Vanessa seconded. Passed unanimously.

MOTION: Bob moved to use The Endowment Checking Acct., not to exceed \$3,700 before reimbursement; Vanessa seconded. Passed unanimously.

**9. Summer Reading Program:** Alma reported, "The program is in the works."

**10. F. O. Review of Donations From FOL:** Bob provided a hand-out to demonstrate lack of clarity in paperwork. MOTION: Vanessa moved that copies be sent to our F. O. at the same time that they are sent to the treasurer of FOL; Bob seconded. Passed unanimously.

**11. Update on The Director's Evaluation:** Tabled until May, 2022.

**12. Tax Exempt Payment:** Vanessa noted that we need an outside expert—a lawyer or accountant. She will ask Bob Jeffords.

**13. Committee Updates:**

**Development Committee:** Greg reported that "The How to Survive . . . College" will take place on May 25, 2022, at 6:00pm. Linda sought and received the OK for food funding from FOL. Bob will announce the program on the Library Website.

**Finance Committee:** No report.

**Policy Committee:** Bob moved to accept The Internet Use Policy after he fine tunes it. Greg seconded. Passed unanimously.

**15. New Business:** Bob assigned reviewers for the following policies:

Alma: Unattended Children and Selection of Materials

Greg: Conflict of Interest

Ryan: Rules of Conduct

Alma: Display Cases and Fine Arts Exhibit policies

Vanessa: Gifts Policy

Bob: Computer and Internet policies

NOTE: Policies are found on the website under “Governance.”

**16. Next Meeting:** May 18, 2022.

**17. Adjournment:** Meeting adjourned at 8:40.

**Respectfully Submitted,**

**Greg Gross**

**Library Board of Trustees**

**Town of Chester Public Library**