

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 the 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 quorum, 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 fine shape." The Endowment Fund declined \$20K 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 at the Sept. 18, 2022 event. (Raffle starts in June).
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"; Vanessa seconded. Passed unanimously.
8. **Children's Section Grant:** Trudy Walp from FOL 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 the help of staff from Parks & Rec.
MOTION: Noelle moved to accept the plan; Vanessa seconded. Passed unanimously.
MOTION: Bob moved to use The Endowment Checking Account, 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 the paperwork.
MOTION: Vanessa moved that copies be sent to our F.O. at the same time that they are sent 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 we need an outside expert— a lawyer or accountant. She will ask Bob Jeffouzs.
- 13. Library Reopening & In-person Programming:** Bob will revamp Linda’s proposal, based on our discussion.
MOTION: Noelle moved to accept The Reopening Plan, per Bob’s edits; Ryan seconded.
Passed unanimously
- 14. Committee Updates:**
Development Committee: Greg reported the “How to Survive... College” will take place on May 25, 2022, at 6:00 pm. Linda sought and received the OK for food funding from FOL. Alma 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 again: 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