

**Town of Chester Library board of Trustees**  
**Meeting Minutes**  
**August 17, 2022**  
**Chester Library**

1. **Call to Order:** At 7:02 p.m. by Vanessa Hutton
2. **Roll Call:** Present: Vanessa Hutton, Linda Hales, Ryan Hutton, Greg Gross  
**Library Director:** Alma Alvarez  
**Town Board:** Absent  
**Friends of the Library:** Hillary Exter
3. **Approval of the Minutes for 6/22/22:** Linda moved to accept with spelling revisions. Vanessa seconded. Passed unanimously.
4. **Director's Report (attached)**
  - Chess for children is doing well and moved out to Farmers Market.
  - Rotary Club wishes to start a literacy group held in the library.
  - Trustees signed The Code of Ethics and returned them to Alma.
  - Staffer Suzannah led a STEM group and will again next semester.
  - The Historical Society plans a program with the library for fall.
  - Linda moved, Ryan seconded, to accept the Director's Report. Passed unanimously.
5. **Financial Report:** Alma will provide details in her August Report at the October meeting. Staff have engaged in all required training, though nothing has been spent from the \$1,000 allocation.
  - Ryan moved to accept the Report. Vanessa seconded. Passed unanimously.
6. **Committee Reports:**
  - **Development Committee:** 1) "Ten Western Paintings Everyone Should Know" will take place Wed., 10/12/22, at 7:00 pm. Greg will provide a description to Wendy for advertising and will contact the School art teacher for collaboration.
    - 2) Trustees suggested that Stevie L. be invited to present high schoolers with an outdoors-related program. (Stevie Latham)
    - 3) Alma knows someone who might present a program on constellations.
  - **Facility Committee:** Vanessa moved to hire a consultant to advise The Board on short and long term design improvements for the library layout. Linda seconded. Passed unanimously.
  - **Publicity Committee:**
    - i) Hillary reported strong solicitations of items for Wine Tasting event.
    - ii) Artist receptions began this spring for meeting/discussion. The Board

expressed a desire to invite children and teens to meet artists and ask questions, the School, thereby, serving as another audience for the library. Hillary recommends creation of a digital archive of these events. Ryan recommended we invite student artists as presenters with a reception.

Hillary noted that most attendees hear about events locally but that newspaper advertising might boost attendance somewhat.

— **Policy Committee:**

- i. Director's Evaluation— postponed.
- ii. Emergency Situation Response— Postponed.
- iii. Website Tech— Postponed.
- iv. Incidents of Problem Behavior— Vanessa moved to accept the policy with changes in wording as suggested by Linda, who seconded the motion. Passed unanimously.
- v. Unattended Children... — Postponed.
- vi. Patron Privacy...SNN— Postponed.
- vii. Public Accident... Form— Postponed.

**7. New Business:**

- Sara Dallas' visit will be on 9/20/22.
- Due date for the Director's Evaluation is 9/20/22, 9:00 a.m., for Year 20/21.
- Alma reported that the 2023 Proposed Budget is due after August. She will convene The Finance Committee to help prepare the budget for review by The Finance Committee.
- Vanessa moved to rescind the General Data Protection Policy. Ryan seconded. Passed unanimously.
- Resignation of Bob Walp from The Board of Trustees.
  - i. After Trustees' expression of loss, Vanessa begrudgingly moved to accept Bob's resignation. Linda seconded. Passed unanimously, again begrudgingly.
  - ii. Trustees listed potential persons to serve as Treasurer on a paid basis without a requirement that the treasurer be a Trustee.

**8. Next Meeting:** September 21, 2022.

**9. Adjournment:** At 8:13 p.m. Vanessa moved to adjourn. Ryan seconded. Passed unanimously.

**Respectfully Submitted,  
Greg Gross  
Library Board of Trustees**

**Town of Chester Library**