

Town of Chester Public Library Board of Trustees
Meeting Minutes
Feb. 28, 2022
Chester Library

1. **Call to Order:** 6:34 PM by Vanessa Hutton
2. **Roll Call:** Vanessa Hutton, Noelle McCrum, Greg Gross, Ryan Hutton
Absent: Linda Hales and Bob Walp
Library Director: Alma Alvarez
Town Board: Absent
Friends of the Library: Absent
3. **Motion:** Vanessa made a motion to ACCEPT The Annual Report for 2020-21; Noelle seconded. PASSED unanimously.
4. **Panic Button Policy:** Noelle suggested ways for The Board to be apprized of the annual testing of the Panic Button so that all could be assured of its efficacy. Discussion yielded 3 decisions: 1) Alma will report the testing in The Annual Report; 2) The Panic Button Policy will be listed in The Disaster Policy of the Chester Library; 3) The Panic Button Policy will be listed in The Emergency Situation Response Policy.
5. **Discussion of the need to review and update ALL policies of the Library:** Suggestions: Noelle suggested each Trustee receive the book that contains all policies so that each Trustee can check and discuss any policy under discussion with that policy in hand. 2) Review The Policy Checklist contained in the Trustees' Handbook to glean the required policies the Library has in effect and does not have in effect as required by The Checklist 3) Ryan suggested a 3-step process: a) Review The Policy Checklist as noted above b) Review policies that are contained in Dropbox and c) Update the Website with new/renewed policies. DECISION: At the April meeting The Board will sort policies into the 9 categories of policy noted within The Policy Checklist so that at later dates The Board can sort through each category, one category at a time and one policy at a time, to sort, combine, eliminate, and update policies contained within the category.
6. **Adjournment:** Noelle moved to adjourn; Vanessa seconded. Passed unanimously. The meeting was adjourned at 7:17 PM.

Respectfully Submitted,

Greg Gross

Library Board of Trustees, Town of Chester Public Library