

**Town of Chester Public Library Board of Trustees  
Meeting Minutes**

**February 16, 2022**

- 1. Call to order:** 7:00 PM by Vanessa Hutton
- 2. Roll Call:** Vanessa Hutton, Noelle McCrum, Bob Walp, Greg Gross, Linda Hales via Zoom, Ryan Hutton  
**Library Director:** Alma Alvarez  
**Town Board:** Absent  
**Friends of the Library:** Linda Taverni, Trudy Walp  
**Private Citizens:** Hillary Exter
- 3. Approval of the Minutes:**  
December 15, 2021 — Noelle moved to Accept and Vanessa second-Passed unanimously.
- 4. Director's Report:**  
**Windows**— Most recent repair price bid is twice as high.  
**Storybook Trail**— Seeking grants and donations.  
**Pearsall Children's Room Grant**— See Agenda item below  
**Self Registration**— SALS self-registration for library cards begins on 2/23/22. Self-registered patrons must bring ID and card to the library for a permanent card within six weeks.  
**JA Contract**— The Joint Automation Agreement must be read and signed by all, adopted by The Board, signed by the president, and returned to SALS by April 1, 2022. JA Contract was approved by the Board.  
**2022 Conflict of Interest Forms**— All trustees must sign.  
**Annual Report to SALS**— Due 3/1/22. SALS will review it and send it to The Dept. of Library Development. The Board will vote on the report at our Feb. 28, 2022 meeting.  
**Trustee Terms**— Ryan's term expires 7/1/22.
- 5. Emergency Exit**— The downstairs emergency door to the outside can not be opened. The inside door to that stairwell locks automatically behind anyone who enters that stairwell. Both present serious safety and lawsuit issues. Noelle reported that the maintenance person suggested making it not an exit by attaching a No Exit sign to the door. The

Board insists that it is an exit in any case. Discussion led to three suggestions 1) Convert the extra exit on the second floor that leads to the

second floor hall into a new closet, 2) Vanessa will write Supervisor Craig to insist on repairs to the Emergency Exit that leads to the outside into the parking lot, and 3) Keep the door at the top of the stairs unlocked.

- 6. Children's Section Grant**— Trudy presented three ideas for new features for the Children's Area: 1) An Adirondack themed book nook with comfy seating, woodsy design, and a lean-to built by a volunteer; 2) A special table housing monitors, headsets, etc.; 3) A Lego table. Trudy applied for a \$3,700 grant in seed money. We have until August to spend the funding. Trudy will provide The Board with a cost analysis for each of the three options above.  
STORYBOOK TRAIL— Linda Taverni has applied for grants to place book stations at Dynamite Hill. Friends hopes to donate funds and has applied for multiple grants. Linda T. will return to The Board with an update on budgetary details.
- 7. Teen Program:** Linda H. and Greg have met with school librarian Michill Lettus, who is eager to help The Board create teen programs (e.g., Woods Survival, lego building, trivia contests, Disney Nite, etc.). She is most enthusiastic about our Surviving That First Semester in College program and will help with advertising and staffing with students. Michelle stressed the need to provide food to attract the students. The Board by consensus decided to go forward with this program set for May or June. Alma added that the Library Program Budget could help fund food for the event.
- 8. Sick Employee Documentation**— Message to employees: "We care about your health." So we wish to know about health status and the reasons for absences from work at the library. No conclusions were finalized on this.

The Board will discuss policies on weather-related closings at the next meeting.

- 9. Annual Report Due**—
- 10. Amending Bylaws RE FO**— Discussion re: responsibility for Friends' contributions and re: the high number of conflicting policies that need to be straightened out. Board will discuss this at our March meeting.
- 11. Q4 2021 FO's Report**— Bob reported that our income is high/ Expenses are low, so we need not use the Endowment to fund operations other than new programs.  
MOTION: Approve the Fourth Quarter Report. Vanessa moved and Noelle seconded. The motion passed unanimously.

- 12. Lobby Display**— Discussion of allowable Library displays. The Board supports the use of Alma’s sign aside displays that states that opinions within a display are not the opinions of the Library.
- 13. Next meeting is a Special Meeting on Feb. 28, 2022.** The purpose of this extra meeting is to approve The Annual Report.
- 14. Motion to Adjourn**— Greg moved and Noelle seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned adjourned at 9:37 PM.

**Respectfully Submitted,  
Greg Gross  
Library Board of Trustees  
Town of Chester Public Library**