

**Town of Chester Board of Trustees**  
**Meeting Minutes**  
**March 16, 2022**  
**Chester Library**

1. **Call to Order:** 7:07 by Vanessa Hutton.
2. **Roll Call:** Present: Vanessa Hutton, Bob Welp, Greg Gross, Ryan Hutton, Linda Hales via Zoom. Absent: Noelle McCrum.  
**Library Director:** Alma Alvarez.  
**Town Board:** Karen DuRose.
3. **Approval of Minutes:** Meeting 2/16/22: Bob moved to accept the minutes; Vanessa seconded. Passed unanimously. Meeting 2/28/22: Vanessa moved to accept the minutes; Ryan seconded. Passed unanimously.
4. **Director's Report:**
  - Alma reported that Wendy will be on medical leave , April into May. Staff will cover her hours.
  - Art by No. Warren students are on display at the Library entrance.
  - Window Grant: Trustees must meet to ensure the \$5,000 grant is spent this year. The cost of the glass alone is \$3,000.
  - Number of patrons is rising.
  - SALS has accepted The Annual Report submitted by Alma.
  - MOTION: Bob moved to move the \$4,050 from “Balance” to the “Equipment” line. Vanessa seconded. Passed unanimously.
5. **Faulty Exits:** The Board led K. DuRose to inspect the faulty Exit hallway to witness the dangers involved. Vanessa shared a draft of her letter to Supervisor Leggett and agreed to cc the letter to Bill Rowell in Maintenance.
6. **Update on the Director's Evaluation:** The Board will provide the Evaluation at the 4/27/22 meeting. Alma suggested the Board go to [nylto.com](http://nylto.com) to view formats for Evaluation.
7. **Employee Contracts:** There are no contracts.
8. **Committee Updates:**
  - A. **Facility Committee:** Vanessa highlighted the Pearsall Grant to improve the Children's Section.
  - B. **Summer Reading Program:** Vanessa suggested a genre-based program for teens. Alma noted that last summer the program was online; two signed-up. Alma noted that Summer 2022 will be themed “Oceans and Waters”. Bob and Greg urged for an in-person program this summer with the goal to bring teens IN.
  - C. **Finance Committee:** Bob noted there is no report now. Alma said we must get our Tax Exempt Status cleared. Alma agreed to mail the Board a list of what is needed, that is currently missing, to apply for grants and a list of repair projects to consider.
  - D. **Program Committee: 1)** Linda and Greg reported that School librarian Ms. Lettus is “excited” to work with us on “How to Survive Your First Semester in College” workshop for juniors and seniors at her school. Proposed dates and times— Wednesdays 5/18 or 5/25 at 6:00 or 7:00 pm. Alma noted that government sponsored agencies like ours

can not fund giveaways like food at an event. Linda volunteered to seek funding for food from Friends of the Library. 2)Vanessa asked Linda to add a Phase 4B to the Reopening Plan

**9. New Business:**

**A.** Alma unveiled The 2021 Report for The Community. Ryan pointed out lacks of clarity of content and dates, and Vanessa suggested adding the policy on late fees. Bob, Ryan, and Alma will meet to create a new template. MOTION: Greg moved they present their revised user-friendly 2021 Report at the April meeting; Linda seconded. Passed unanimously.

**10. Next Meeting:** April 27, 2022.

**11. Adjournment:** Vanessa moved to adjourn; Bob seconded. Passed unanimously. Meeting adjourned at 8:55.

**Respectfully Submitted,**

**Greg Gross**

**Library Board of Trustees**

**Town of Chester Public Library**