

**Town of Chester Library Board of Trustees**  
**Meeting Minutes**  
**September 21, 2022**  
**Chester Library**

1. **Call to Order:** At 7:04 by Vanessa Hutton
2. **Roll Call:** Present: Vanessa Hutton, Linda Hales, Ryan Hutton, Noelle McCrum, Greg Gross  
**Library Director:** Alma Alvarez  
**Town Board:** Absent  
**Friends of the Library:** Absent (note: Post meeting, Linda Taverni emailed her Report)
3. **Approval of the Minutes for 8/17/22:** Noelle moved to approve; Linda seconded. Passed unanimously.
4. **Director's Report (attached)**
  - Open Meeting Law: NYS governor has not renewed The State of Emergency. Board meetings are required to be live; members with extraordinary circumstances may attend virtually. The Board approved a proposal to this effect on 6/16/22. The Board will discuss the need for a public hearing with S. Dallas at the October meeting.
  - Noelle moved to accept the Report; Linda seconded. Passed unanimously.
  
5. **Financial Report:** Alma provided her Budget Request (attached)
  - The Director presented The Finance Committee's 2023 Proposed Budget, which seeks a 2% increase from the General Fund and \$6,849 from the Endowment Fund. Noelle moved to approve; Vanessa seconded. Passed unanimously. Proposed budget is submitted to the Town Supervisor.
  - Discussion re: oversight and commitments of Endowment Funds:
    - a) The 2022 Budget commits \$22,615 from the Endowment Fund. Due to earned grants for the Windows Project, it is likely that the entire \$22,615 will not be needed to balance the budget. Some funds may still be required from the Endowment Fund this year, exactly how much will be known near the end of year.
    - b) The Board discussed current commitments, e.g.,
      - The \$5,000 grant will reduce the need to take funds from The Endowment Fund for the Windows Project.
      - \$2,000 from The Endowment Fund will help fund FOL's Story Wall.

- Alma requests access to Authorization to View the Endowment Funds.
- Noelle moved to accept The Budget; Vanessa seconded. Passed unanimously.
- It is recommended to pay \$22.00/hr. for a lawyer to straighten out Library tax exempt paperwork.
- In the absence of a Financial Officer, there is nobody to oversee balances, commitments and changes. Therefore, Vanessa requested that the Adirondack Foundation give the Library Director “view only” access to fund accounts.

## **6. Old Business:**

### **A. Director’s Evaluation:**

- The process was generated by an online source.
- Alma and Trustees expressed positive views toward the process & findings.
- All hope for greater communication between Director and Board.
- Alma suggested a greater presence at Tri-Lakes and with the Chamber of Commerce.
- Details of the Evaluation are on file with the Board President and in the Library.

### **B. Bob Walp’s Replacement:**

- Alma has reached out to possible replacements, but no-one has shown interest. She will post online.

#### **Other Replacements:**

- Noelle suggested we seek THREE new Trustees.
- Vanessa added that hiring a financial officer remains an option.

## **7. Committee Reports:**

- A. Development Committee:** 1) “Ten Western Paintings Everyone. . .” will take place Wed., 10/12/22, at 7:00 p.m. Greg and Bob Walp are working on the presentation. School art teacher, Ms. Leonard will give extra credit to students who attend. 2) Greg told the high school librarian of the Trustees’ desire to work with them to increase student use of the public library. 3) Linda reported on work with Stevie Latham, expert on outdoors issues. Ms. Latham’s proposals are too broad for our goals. 4) Linda and Alma wish to develop a Year’s Calendar of Library events.
- B. Facility Committee:** 1) No news on the installation of windows; time is running out for use of the grant 2) The sofa will remain in the Children’s Room, and pillows etc. will be added. 3) Discussion of the hiring of a library design firm is postponed.

**C. Policy Committee:** 1) Vanessa moved to rescind Emergency Situation; Greg seconded. Passed unanimously. 2) Noelle moved to categorize The Patron Accident/ Sudden Illness Report as “procedure” instead of a “policy”; Ryan seconded. Passed unanimously. 3) Linda provided a new form to replace the current form.

**8. New Business:**

**A.** The October 19 meeting will begin at 6:30 p.m.; December’s at 8:00 a.m. (The Board reached a consensus to open future meetings at 8:00 a.m.).

**B.** Discussion of Downhill Derby.

**C.** Discussion of The Service Organization.

**9. Next meeting:** October 19, 2022, at 6:30 p.m.

**10. Adjournment:** Vanessa moved to adjourn at 8:36; Linda seconded. Passed unanimously.

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