

Chester Public Library
Board of Trustees Meeting
January 17, 2017

I. **Call to Order** - meeting was called to order at 7:34 pm by Joanna Janik.

Present - Tanya Woods, Irene Johnson, Maureen Jagos, Joanna Janik, Susan Elter, Leila Goldthwaite, Kerry Cambria and Cindy Smith (Town Board)

II. **Visitor Comments** - C. Smith will follow up with the town board on painting CPL. Kerry Cambria sat in as an interested Board of Trustees member. She is a Chester resident with young kids. L. Goldthwaite, former board member to possibly serve out C. Strauss term.

III. **Approval of Minutes** - T. Woods made motion to approve with changes December 20, 2016 minutes, the motion was seconded by I. Johnson, motion passed 3-0

IV. **Correspondence** - Letter to be written by I. Johnson to remove C. Strauss as signor from OC trust account.

V. **Disbursements** - Tabled to February.

VI. **Treasurer's Report** - S. Elter reports that she has started working on Comptroller's report due in March and she is waiting on our annual budget check from the TB. T. Woods made motion to approve Treasurer's report, the motion was seconded by I. Johnson, motion passed 3-0

VII. **Director's Report** - Maureen Jagos:

1. Our new phone system was installed on January 11th. Staff members have already commented on the difference in phone quality.
2. I have been in touch with Grace Riario from RCLS, in regards to staff training on creating a vision for the library. A date has not been set at this time. I am awaiting word from the Town as to when they are planning their yearly violence training. The hope is to follow suit from last year and have a full day of training for all staff to attend. Last year this training was held in March.
3. I have started working on the annual report. While the portal to enter information online has yet to open, we have been notified that the final submission date will be on February 6th.

VIII. **Old Business**

- Book Fines - all fines will be 20 cents per day.
- Survey Status - Waiting on recommendation from Grace. Motion made to extend 5 year plan for 6 months to June by T. Woods, seconded by I. Johnson, motion passed 3-0

- - Handbook -

1. Drug Free Policy - motion made to accept policy by J. Janik seconded by I. Johnson, passed 3-0.
2. Unpaid Leave of Absence - motion made to accept policy with immediate family definition by J. Janik seconded by I. Johnson, passed 3-0.

IX. New Business -

Sugar Loaf Double Taxation issue discussed, letter will be drafted by T. Woods and J. Janik to address CPL board concerns to James Skoufis cc: Robert Hubsher, RCLS director

T. Woods received a letter from a staff member to address concerns regarding annual increase in salary. M. Jagos proposed a change in personnel policy to address her concern. Part time employees with 10 yrs of service will receive holiday pay if their regular day falls on the holiday. Motion made to adopt new policy by T. Woods, seconded by I. Johnson passed 3-0.

X. Board Comments - T. Woods followed up with a patron that had a previously negative experience at CPL, same patron reports she has had a satisfactory experience on a subsequent visit at CPL.

XI. Executive session - N/A

XII. Adjournment - Motion to adjourn made by T. Woods seconded by I. Johnson , passed 3-0. Meeting adjourned 9:32pm