

Chester Public Library  
Board of Trustees Meeting

May 17, 2016

**I. Call to Order:** The meeting was called to order at 7:23pm by Tanya Woods.

Present: Tanya Woods, Joanna Janik, Catina Strauss, Irene Johnson, Maureen Jagos, Leila Goldthwaite and Sue Elter.

**II. Approval of Minutes:** C Strauss made motion to approve April 19, 2016 Board minutes, the motion was seconded by I. Johnson. The motion passed 5-0.

**III. Correspondence:** T. Woods wrote a thank you letter to the Friends of the Library for providing web hosting and design fees.

**IV. Disbursements:** J. Janik made motion to approve March disbursements, the motion was seconded by C. Strauss. The motion passed 5-0.

April disbursements will be approved at our June meeting.

**V. Treasurer's Report:** Additional paperwork was submitted to S. Elter for bank purposes for non-signor board members. J. Janik made motion to approve Treasurer's Report, the motion was seconded by L/ Goldthwaite. The motion passed 5-0.

**VI. Director's Report:**

**VII. Old Business:**

Maureen Jagos advised that she and L. Rinehart are signed up for a notary class in August. They will be covered under the town insurance errors and omissions policy.

M. Jagos and Joni have met with the St Pauls Episcoal committee, Storytime is all set at that location for Thursday mornings as part of the Summer Reading Program. The details are still being worked out to extend the summer backpack program to that location.

M. Jagos discussed long range plan with Grace. Grace recommended going ahead with the survey format but provide physical copies in person to the target audience. She also suggests we add a few more community focused questions not necessarily library specific to the survey. M. Jagos will also send copies of the surveys home to the families that participate in the summer camp program. Board members will review the questions from the past survey and suggest some community focused questions to add.

Wireless Printing is up and running. Can be accessed through [printer.on.net](http://printer.on.net)

## VIII. New Business

- **2017 Budget:** Sue Elter will begin working on the budget for discussion at our June meeting. Deadline of 6/7 was set. We will aim for requesting a 4% budget increase. Maureen Jagos discussed salaries and operating budget with Supervisor Jamieson.
- **Professional Certification Policy:** M. Jagos had provided a draft of their updated policy on CE courses to the board for approval. The CE requirements for graduates after 2010 have changed, therefore she feels our policy should be updated. Discussed conference vs. CE travel budget lines. Decided we will need an increase due to changes in CE policy.

Motion to approve existing CE policy was made by C. Strauss, the motion was seconded by J. Janik. The motion passed 5-0.

- **FMLA Policy:** The Board was provided with detailed policy guidelines. Policy will be discussed further during our June meeting.
- **Summer Hours:** discussed the feasibility of library closing on Sundays between July 3rd- September 11th. It was noted that in the past 2 years there is significant decline in usage on Sundays

C. Strauss made motion to approve Sunday summer closure, the motion was seconded by J. Janik. The motion passed 4-1 (L. Goldthwaite).

- Planters will be planted by teen group at front door.

IX. **Board Comments:** Library has a FB page, called Chester PubLibrary. Library is need of Lego donations.

X. **Executive Session:** T. Woods made a motion to go into executive session at 9:22pm. L. Goldthwaite seconded the motion. Motion passed 5-0

Specific personnel matters were discussed

C. Strauss made motion to end executive session at 10:00pm J. Janik seconded the motion. Motion passed 5-0.

XI. **Adjournment:** L. Goldthwaite made motion to adjourn, the motion was seconded by J. Janik. The motion passed 5-0. The meeting was adjourned at 10:02 pm.

Submitted 5/19/16

Irene Johnson

Secretary

Chester Public Library Board of Trustees