

Chester Public Library
Board of Trustees Meeting
March 21, 2017

I. Call to Order Meeting called to order at 7:20pm by J. Janik

Present: Irene Johnson, Tanya Woods, Sue Elter, Maureen Jagos, Joanna Janik, Tom Mcknight
Kerry Cambria (arrived 8:00pm)

II. Visitor Comments - Tom Mcknight is sitting in on the meeting as a prospective Board member, he will be likely serving out the remaining 2 year term vacated by Catina Strauss.

III. Approval of Minutes - T. Woods made motion to approve February minutes seconded by I. Johnson motion passed 3-0

IV. Correspondence - Rosemary Shaughnessy passed away donations by family were requested be made to CPL. Maureen will coordinate.

T. Woods got a response regarding letter sent to local paper, with some positive feedback .. T. Woods will also look into bringing OCARC- 4H stem program to CPL over the summer.

V. Disbursements motion made to approve for February by T. Woods, seconded by I. Johnson motion passed 3-0.

VI. Treasurer's Report - S. Elter took oath of office in compliance with CPL by- laws. Funds were transferred for the CPL phone system as appropriated. Tom had some budget questions. motion made to approve February Treasurer's report by T. Woods seconded by I. Johnson motion passed 3-0

VII. Director's Report-

- CPL will hold an annual friends book sale first weekend in June. Friends will also look into creating a Facebook page.
- Mobile Print renewal – I received the following email from the RCLS Business Office:

We recently received an invoice on behalf of Chester PL to renew Envisionware's MobilePrint service for a one year term, June 2017 – May 2018 at \$725.00. However, their representative contacted me by email to let me know that they have recently revised their policy regarding the multiple year discount that had only offered upon *initial* purchase. They are now extending the offer to all prepaid multi-year subscription *renewals* as well.

If you would like RCLS to renew this service on your behalf, please authorize by email and indicate which of the below terms you would like.

1 year term \$725.00
2 year term \$1358.00
3 year term \$1875.00

4 year term \$2315.00

Motion to renew for 1 year was made by T. Woods seconded by I. Johnson motion passed 3-0

- The Epilepsy Support Group will have its first meeting on April 3rd. We are hoping to make this a monthly event.
- Linda Rinehart has received her notary stamp and can begin offering this service to the public. We will begin promoting on the website as well as in the next newsletter.
- I heard back from Alex Jameson in regards to our gutter/roofing issue. The weather caused him to reschedule a few but, is in the process of getting quotes. He also stopped in on March 16th and brought another painting contractor and we did a walk through. I expect to hear from him soon about setting dates.

- went over Proposed Minimum standards

motion made to accept director's report by T. Woods seconded by K. Cambria motion passed 4-0

VIII. Old Business

CPL Strategic plan 2017-2021- T. Woods proposed committee to be formed to work on the plan between board meetings. The committee will include T. Woods, M. Jagos, Joni, Charles, Irene (staff)

Motion to form a committee made by T. Woods seconded by I. Johnson motion passed 4-0

Sugarloaf issue - letter written to James Skoufis by T. Woods detailing board thoughts.

IX. New Business

- Meeting Room Policy motion to approve with changes made by T. Woods seconded by K. Cambria passed 4-0

- Request for Records Policy - motion made to accept with changes by T. Woods seconded by K. Cambria passed 4-0

- Confidentiality of Library Records motion to approve made by T. Woods seconded by K. Cambria passed 4-0

- motion to approve Tom Mcknight to serve out Catina Strauss 2 year term made by T. Woods seconded by K. Cambria passed 4-0

motion made to make changes to OC trust account to remove Leila and Catina adding I. Johnson and K. Cambria as signers

Motion to approve above made by T. Woods seconded by K. Cambria passed 4-0

X. Town Board Meeting Report - J. Janik and K. Cambria attended, Alex Jamieson met with them prior to meeting

XI. Board Comments - thank you letter written to Leila and Catina for their service to CPL

XII. Executive session N/A

XIII. Adjournment motion to adjourn made by T. Woods seconded by K. Cambria passed 4-0
at 8:45pm