

Chester Public Library
Board of Trustees Meeting
October 18, 2016

I. Call to Order The meeting was called to order at 7:18 pm by Tanya Woods.

Present: Catina Strauss, Irene Johnson, Maureen Jagos, Leila Goldthwaite, Sue Elter, Tanya Woods

Joanna Janik (arrived 7:55pm)

II. Visitor Comments N/A

IV. Approval of Minutes I. Johnson made motion to approve September 20, 2016 minutes, the motion was seconded by C. Struass motion passed 3-0 1 Abstained.

V. Correspondence N/A

VI. Disbursements C. Strauss made motion to approve disbursements for August and September, motion seconded by L. Goldthwaite, passed 5-0

VII. Treasurer's Report - Discussed salary ranges. Budget was re-submitted, waiting on approval of proposed. Final approval due after November 8th, Election day. S. Elter advised we will need contingency plan in case budget not approved by January. Possibly use capital funds.

I. Johnson made motion to approve Treasurer's report, the motion was seconded by C. Strauss motion passed 4-0

VII. Director's Report

1. Tayah Rogers has submitted a letter of resignation. She indicated that it was too much with her current school workload. I am in the process of finding a replacement based on information from Joni and her teen volunteers.

2. The newsletter is at the printer and should be arriving in mailboxes by the end of the month.

3. Joni and I will be at the NYLA conference from November 2-5th. There are no anticipated staffing issues.

4. I have provided you a copy of the 2017 holiday closings as presented to RCLS.

- Project Outcome - ALA surveys from programs, did not generate useful information

- Staff meetings - going well. Patrons satisfied with new no limits on holds. May open up to other media to no restrictions on holds. M. Jagos reports it is not possible to get entire staff in at one time for meetings.

-P/T position - on hold until 2017 budget passes.

- Update on the new Reference Librarian - Charles started on 10/4. Doing great, fits in very well. L. Goldthwaite inquired if board can see his resume.

IV. Old Business

- Painting - As per Supervisor Jamieson town would pay for painting. M. Jagos will forward the 2 quotes to the town board.

- Survey Status approximately 50 surveys came back. Need to be analyzed by end of November.

- Library donations - Tree replanting discussed. Current library policy, cannot accept donations for specifics with restriction. L. Goldthwaite will follow up with family looking to make the donation.

- Summer satellite - did not do as well as hoped. Some ideas were discussed for next summer.

possibility of leasing more visible space, traveling community program and remote registration for summer reading.

- Name Tag Status - staff has tags needed. New staff still awaiting tags.

X. New Business

- Sidewalk and Pillars - Supervisor Jamieson mentioned Hwy dept to take care of these issues. T. Woods will send letter to the board as follow up to ice damming and gutter issue.

XI. Board Comments

- Board & Employee relationships. - Board would like to get more background information on new employees.

- Annual Report - Due in February - Audit should be followed up on.

- Public Library Standards - Summer hours in compliance with standards.

- Restroom Labeling - No issues with current labeling.

XI. Executive session

L. Goldthwaite made motion to go into executive session at 10:00pm. Motion seconded by J. Janik. Passed 5-0

-Director's review

C. Strauss made motion to end executive session. Motion seconded by J. Janik. Passed 5-0 Session ended 10:39pm

X. Adjournment T. Woods made motion to adjourn motion seconded by J. Janik passed 5-0. Meeting adjourned 10:40pm

Submitted 10/24/16

Irene Johnson

Secretary

Chester Public Library Board of Trustees