

Chester Public Library  
Board of Trustees Meeting  
November 15, 2016

I. **Call to Order** - meeting was called to order at 7:30 pm by Tanya Woods.

Present - Tanya Woods, Susan Elter, Irene Johnson, Maureen Jagos and Catina Strauss (arrived at 7:45pm)

II. **Visitor Comments** - N/A

IV. **Approval of Minutes** - C. Strauss made motion to approve October 15, 2016 minutes, the motion was seconded by I. Johnson, motion passed 3-0.

V. **Correspondence** -

- Mike Cardona from State Farm has offered to supply reusable bagged with CPL logo and State farm logo for patron use.
- Received notice of special meeting on 11/16 of Chester Town Board to approve 2017 CPL budget and discuss ice damming issues.

VI. **Disbursements** - Tabled until December meeting

VII. **Treasurer's Report** - S. Elter discussed awaiting final budget number. The board discussed areas where they can anticipate cuts in the case of a decreased budget than requested.

Motion to approve Treasurer's report made by C. Strauss seconded by I. Johnson, motion passed 3-0.

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

1. One of our public access computers (PACs) is no longer usable. I have been aware of its problems for some time but, waited until I had more information from RCLS. My intent is to replace this machine with a laptop rather than another PC. In January, RCLS will be rolling out a list of laptops and tablets that can be purchased through them with limited support options. The reason for purchasing a laptop instead of a PC is so the computer can be used for programming when not in use by the public. This laptop would be locked down to the desk to prevent theft. Once pricing is available, I will bring my full suggestions to the board.

2. At the November 9, 2016 RCLS Director's Association (DA) meeting a motion was passed to start a 4 month trial of opening up all DVDs to holds. This will include our new items. That trial will begin in January 1 and continue until April of 2017. At the May meeting of the DA a discussion will take place as to what further actions will follow.

3. At the November 9, 2016 meeting of the RCLS DA. I was elected to fill a position on its executive board. Among other duties, I will be chair of its Direct Access committee.

4. Ginny Neidermeir and I attended the OC Ways and Means committee meeting that was held on November 9, 2016. Mike Anagnostakis introduced an increase in funding for Orange County libraries. After an exchange of questions and answers (and some suggestions) from the committee members a motion was carried for increased funding of an additional \$15,000. ! That will bring the total amount of funding for OC libraries to \$105,000. - a fantastic increase for next year!

5. I have been interviewing some local teens to fill the empty page position and hope to find a replacement soon. In the interim, I was once again contacted by Capabilities to see if we might be able to help them with another client. This would not be the same type of position that we previously tried to fill. The purpose of this position would be to access the skills of one of their clients. I have met the young man and we have agreed to have him work a maximum of 4 weeks while I look for a page replacement.

Motion was made to hire a new page by C. Strauss seconded by I. Johnson, motion passed 3-0.

#### **IV. Old Business**

- Painting - T. Woods will send some of the quotes we had already gotten to the town.

- Survey Status - T. Woods will compile the results.

- Sidewalk and Pillars - Highway Dept cannot do the repairs required. Pillar needs to be replaced. Will recommend the town to reach out to the Belvale community to help with these repairs in the spring.

#### **X. New Business**

- Veterans Discount Program - would like to implement a no fine program for VA card holders.

- Handbook

  - Drug Free Policy

  - Ethics Policy

  - Unpaid Leave of Absence

Discussed a disciplinary policy. We currently do not have the above mentioned policies. M. Jago would like to adopt as part of an employee handbook, which would contain all policies. The BOT will review some policies already established by local libraries and revisit this at the December meeting.

#### **XI. Board Comments** - T. Woods advised that the NYS Library Survey may be of interest for our BOT to take a look at.

**XI. Executive session** - Postponed to December meeting.

-Director's review

**X. Adjournment** - Motion to adjourn made by C. Strauss seconded by I. Johnson, motion passed 3-0. Meeting adjourned 9:47pm