

Chester Public Library  
Board of Trustees Meeting  
December 20, 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, Joanna Janik, Leila Goldthwaite, Catina Strauss and Cindy Smith (Town Board)

II. **Visitor Comments** - C. Smith suggested the library acquire Critter Club series children's books and asked for button donations for a Catholic Charities project.

III. **Approval of Minutes** - C. Strauss made motion to approve November 15, 2016 minutes, the motion was seconded by L. Goldthwaite, motion passed 4-0 abstained 1

IV. **Correspondence** - N/A

V. **Disbursements** - October/November corrected - motion made to approve by J. Janik seconded by L. Goldthwaite, passed 5-0.

VI. **Treasurer's Report** - S. Elter reports that CPL has \$26,506 left in the operating budget until the receipt of 2017 funds sometime in February. The board has made the following motions to account for 2017 budget deficits.

The board has agreed to transfer \$10,000 from Capital fund to Operating budget if the need arises. Motion was made to approve the transfer by C. Strauss seconded by J. Janik, passed 5-0.

Discussed raising fines to make up for budget deficits. Motion was made by L. Goldthwaite seconded by J. Janik, passed 5-0, to increase fines as of ~~January~~ February 1st as follows: \$0.20 (current \$0.10) old books \$0.25 (\$0.20) new books

Motion made by L. Goldthwaite seconded by J. Janik, passed 5-0 to lift restrictions of ~~\$1,000~~ \$909.14 from the summer backpack program for use for children's programs.

Motion was made by L. Goldthwaite seconded by J. Janik, passed 5-0, to transfer \$1500.00 from Books budget line to Publicity budget. The board will revisit this change mid 2017.

Discussed the purchase of laptops for Youth Programs with remaining 2016 funds. Tabled for further discussion in January.

Discussed the purchase of a new phone system for the library at a cost of \$3500.00 for 10 phones and installation. Motion made to approve purchase by L. Goldthwaite seconded by J. Janik, passed 5-0 by transferring funds from Capital fund to Operating budget.

Motion to approve Treasurer's report made by C. Strauss seconded by J. Janik, motion passed 5-0.

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

1. I have spoken to Grace at RCLS and she is willing to do a staff team building workshop for us. She has done this workshop at other Libraries with great success. The topic would be "Creating a Library Vision". This would follow along with our long term plan.
2. Attached are copies of my NYLA report as well as Joni's. Overall, we both felt that it recharged us.
3. The RCLS Director's Association has approved a trial to have all libraries open their electronic collections to inter-loan. This includes all DVDs. The trial will run until March 1st at which time it will be reviewed and decided if this should be a permanent policy.
4. I received an email from Joni as follows:  
"If it's possible, I'd like to reserve the money in my YA budget to purchase 2 laptops through RCLS in January. They would be great to have for use in programs.  
I'm also investigating the possibility of replacing our 3D printer with a newer model. I'd like to have something more reliable that I could offer for use by the community."  
I feel this is a reasonable request and would better our YA programming. As mentioned last month RCLS is now supporting laptops and I have the figures on their costs.
5. I was asked to investigate increasing our fines to accommodate the budget shortfall. Our options are limited, but here are our options:  
\$.10 and \$.20 could go up to \$.25, or \$.20 could go up to \$.25,  
\$1.00 could go up to \$2.00.  
There are no options between \$.25 and \$1.00.
6. Maureen reports that Charles was hired full time off of the civil service list.
7. Maureen was approached by Capabilities an Epilepsy Support group for the use of our conference space once a month during the day, CPL would be a co-sponsor.  
Motion was made by L. Goldthwaite seconded by C. Strauss passed 5-0 to hire Emily Wilson as Part Time technology clerk at \$12.00/hour.

## **VIII. Old Business**

- T. Woods will follow up with the Chester Town Board on roof repair and painting.
- Survey Status - Examined results, will follow up with Grace for summary.

- Handbook

- Drug Free Policy - made some changes, will vote on policy in January.

- Ethics Policy - motion made to accept policy by J. Janik seconded by C. Strauss, passed 5-0.

- Unpaid Leave of Absence - motion made to accept policy by J. Janik seconded by C. Strauss, passed 5-0. Immediate Family needs to be more clearly defined.

#### **IX. New Business - N/A**

**X. Board Comments** - T. Woods wants to thank Catina Strauss for being an excellent board member and putting in the time as a volunteer to serve the community. Catina is not returning in 2017, and will be greatly missed.

T. Woods has also had some feedback from a patron of CPL. Patron reports a less than pleasant experience with a CPL employee when trying to replace a lost library card. . The board is hoping to investigate the incident.

**XI. Executive session** - motion to begin at 9:35pm made by L. Goldthwaite seconded by C. Strauss passed 5-0

- Director's review

motion to end at 11:15pm made by L. Goldthwaite seconded by C. Strauss passed 5-0

**XII. Adjournment** - Motion to adjourn made by T. Woods seconded by C. Strauss , passed 5-0. Meeting adjourned 11:16pm