

Chester Public Library
Board of Trustees Meeting
May 16, 2017

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

Present: Irene Johnson, Tanya Woods, Sue Elter, Maureen Jagos, Kerry Cambria, and Tom McKnight
Absent - J. Janik

II. Visitor Comments - N/A

III. Approval of Minutes - T. Woods made motion to approve April minutes seconded by K. Cambria motion passed 4-0

IV. Correspondence - N/A

V. Disbursements - tabled until June

VI. Treasurer's Report - Treasurer will order checks which are debited from CPL account automatically. Questions by T. Woods and T. McKnight on disbursements, budget lines and RCLS. T. McKnight had some comments about budget ideas. Maureen will get the budget forms from other town depts for comparison to CPL.

Motion to approve treasurer's report made by K. Cambria seconded by T. Woods, motion passed 4-0

VII. Director's Report-

- A motion was passed at the May 3rd meeting of the RCLS Director's Association that reads *"To increase the E-Content pool by \$50,000 to begin in July of 2017."* This will require an increase to our budget line of \$704.41. The monies would have to be taken from our current books budget.

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

- Staff training was held on May 9th. The staff response has been good. They were told of the upcoming approval of a new Plan of Service and seem to be on board with the goals we presented. I also briefly went over the draft of our new employee handbook. Giving them a brief outline of what is to come and they agreed that most of it seemed like common sense and standard policy.
- In a conversation that I had with a staff member at RCLS it was suggested that we write a letter to the Town Board stating our interest in obtaining the downstairs space. While in its current state it is not usable for any of our collections the staff and I would like to create a larger programming area. We have spoken about updating the bathrooms,

expanding the kitchen for more hands on classes, installing a better sound system and possibly a projector system. My understating is that the new Center is supposed to be complete by the end of the year. While I have made known my intentions to the Town Supervisor, I have to agree that presenting our intentions in writing should be our action at this time.

** Maureen to draft a letter to make the above request from the Chester Town Board.

VIII. Old Business -

Long range plan - went over the draft plan. Department heads will be asked to put together a wishlist to accomplish their strategic plan goals.

- CPL Employee Handbook - motion to adopt made by T. Woods seconded by K. Cambria passed 4-0

IX. New Business

- Summer Sundays - Closing during the summer on Sundays July 4 - Labor day.

Motion to approve summer Sundays made by T. Mcknight seconded by K.Cambria 3-0 1 abstained

- Request from Foggy Fishtank production to film a documentary web series at CPL - board will revisit in June.
- EZ PASS On-the -Go program - kit sales of an ez pass set up as a fundraiser. application to acquire kits will be sent by Maureen.

X. Town Board Meeting Report - April meeting- painting was revisited, there are 4 quotes from which to choose. Maureen will follow up with TB

XI. Board Comments - N/A

XII. Executive session

Motion to go into Executive Session made by T. Mcknight seconded by K. Cambria passed 4-0 at 9:30 pm

litigation discussed

Motion to go out of Executive Session made by T. Mcknight seconded by K. Cambria passed 4-0 at 9:40pm

XIII. Adjournment - motion to adjourn made by T. Mcknight seconded by K. Cambria passed 4-0

meeting adjourned at 9:45pm