

Chester Public Library
Board of Trustees Meeting
February 21, 2017

I. Call to Order - meeting was called to order at 8:05 pm by Joanna Janik.

Present - Tanya Woods, Irene Johnson, Maureen Jagos, Joanna Janik, Susan Elter, Kerry Cambria

II. Visitor Comments N/A

III. Approval of Minutes - J. Janik made motion to approve January 17, 2017 minutes, the motion was seconded by T. Woods, motion passed 3-0

IV. Correspondence - T. Woods wrote a letter to the Chronicle and THR about Strategic Plan funding cuts.

V. Disbursements - J. Janik made motion to approve January disbursements, the motion was seconded by T. Woods, motion passed 3-0

VI. Treasurer's Report - S. Elter reports that she has sent the annual report to town accountant for review. Audit was completed on 2/28/17. Budget funds have come in and funds for the new phone system were transferred. T. Woods made motion to approve Treasurer's report, the motion was seconded by I. Johnson, motion passed 3-0

VII. Director's Report - Maureen Jagos:

1. Gavin (page) left CPL due to scheduling conflicts. Maureen recommends hiring Olga Luksha to replace him, she is able to accommodate CPL schedule

J. Janik made motion to hire Olga starting 3/7/17, the motion was seconded by T. Woods, motion passed 3-0

VIII. Old Business

- Survey Status -Data compiled by Grace and M. Jagos. Goals and action steps documented, Maureen will work out implementation with staff.
- - Handbook -

Grievance and appeals process - motion made to accept policy by J. Janik seconded by I. Johnson, passed 3-0. Employee handbook to be presented at staff development day.

- Adult and YA computer purchases (revisited from December meeting)- motion made to approve purchase of 2 laptops and 4 yrs support totaling \$7,500 restricted by J. Janik seconded by I. Johnson, passed 3-0.
- motion made to approve purchase of new desktop public computer with support from the Capital fund by J. Janik seconded by I. Johnson, passed 3-0.
- motion made to approve purchase of 3D printer for \$600.00 from Children's line of 2016 budget by J. Janik seconded by I. Johnson, passed 3-0.

IX. New Business -

- Code of Ethics & Conflict of Interest statements signed by all board members
- Approval of the 2016 Annual Report:

Motion made: "The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulation of the Commissioner and assures that the 'Annual Report' was reviewed and accepted by the board on 02/28/2017" by J. Janik seconded by I. Johnson, passed 3-0.

- Town Board meeting schedule - reviewed and will be attended by board member once a month to represent CPL.
- NYLA Advocacy day - M. Jagos will attend.
- motion made by J. Janik to nominate Kerry Cambria for a 5 year position on the CPL board of trustees seconded by T. Woods, passed 3-0.

X. Board Comments - Treasurer, Sue Elter needs to take the oath of office.

XI. Executive session - N/A

XII. Adjournment - Motion to adjourn made by T. Woods seconded by I. Johnson , passed 3-0.
Meeting adjourned 9:43pm