

Chester Public Library
Board of Trustees Meeting

June 21, 2016

I. Call to Order: The meeting was called to order at 7:23pm by Tanya Woods.

Present: Tanya Woods, Catina Strauss, Irene Johnson, Maureen Jagos, Sue Elter, J.Janik (arrived @ 8:20pm)

II. Approval of Minutes: C. Strauss made motion to approve May 17, 2016 minutes, with minor corrections to format (no content changes) the motion was seconded by I. Johnson, motion passed 3-0.

III. Correspondence: N/A

IV. Disbursements: C. Strauss made motion to approve April and May disbursements seconded by I. Johnson, motion passed 3-0.

V. Treasurer's Report: S. Elter discussed budget planning for 2017. Suggested requesting 115K from the town for 2017 which is a 12% increase from 2013. After we are given our budget amount, the board will put together a line item budget for 2017.

Discussed details of a future 414 vote. M. Jagos went through the steps of the hiring process as it stands currently. Suggestion was made to bring in an independent library law expert along with town supervisor for our next meeting for discussion of the current hiring process and laws governing public libraries.

Examined Chester library salaries with county averages. Compared salaries and position titles with other local libraries, noted that our averages fall below the norms.

Discussed creating a memo that outlines a Public Library's status as an independent entity from the town and its' self-governance under education law, to address concerns.

The board will ask Jim Farrell a former employee of DLD and the current Director at the Pearl River Library to come to our next board meeting to educate and discuss public library law with our board of trustees and town board members.

The board will present a personnel budget to the town board with some suggestions on base salaries for 4 separate positions. Examined current employee status and time at CPL. Set new base salaries.

Planning on hiring 2 PT clerks and 1 FT reference librarian.

C. Strauss made motion to approve Treasurer's Report, the motion was seconded by J. Janik, motion passed 4-0.

VI. Director's Report:

M. Jagos has gotten 2 separate quotes from painters. Project will take longer than expected. One estimate was \$6,000. M. Jagos will work on more quotes. Will revisit at a later date.

Registration for summer reading has started. First program will begin on June 25th and a children's program on June 27th.

M. Jagos has interviewed and selected a PT clerk candidate. Christine Cook, a resident of Chester.

The town has approved the hiring of Kristylynn Marina as a summer clerk. T. Woods made motion to approve K. Marina for hire. Motion was seconded by J. Janik, motion passed 4-0. Her first day is June 21st.

C Strauss made motion to approve an appointment C. Cook as PT clerk. J. Janik seconded. Motion passed 4-0

VII. Old Business:

Tobacco Free environment policy: Chester Public Library is proud to be a tobacco free property! Discussed adapting Pierce County Library System Smoke Free Policy. Will need at least 3 signs. M. Jagos suggested that we may be able to get the signs created at a discount through a local highway dept. The cost of the signs will be investigated.

FMLA Policy or unpaid sick leave: will be revisited again in July.

VIII. New Business

Ethics Policy for board members was reviewed. Tabled to July meeting.

IX. Board Comments: T. Woods has received suggestions from members of the public for a sign in front of the library for programming ads. M. Jagos advised the Bellvale community offered to create a sign for CPL at cost. M. Jagos will find out the cost of such sign.

X. Executive Session: T. Woods made a motion to go into executive session at 10:55pm to discuss personnel. I. Johnson seconded the motion. Motion passed 4-0

Specific personnel matters were discussed

M. Jagos left Executive session at 11:20pm

C. Strauss made motion to end executive session at 11:55pm J. Janik seconded the motion. Motion passed 4-0.

XI. Adjournment: T. Woods made motion to adjourn, the motion was seconded by J. Janik. The motion passed 4-0. The meeting was adjourned at 12:00 am.

Submitted 6/22/16

Irene Johnson

Secretary

Chester Public Library Board of Trustees