

Chester Public Library
Board of Trustees Meeting
March 19, 2019
Call to order 7:45

I. Call to Order

Present - M. Jagos, Tony Dicomo, Aurora Robson-Coles, Caren Rieglehaupt, Cindy O'Connor, Kerry Cambria arrived at 7:47.

II. Visitor Comments

n/a

III. Approval of Minutes

-Cindy O'Connor made motion to approve last meetings minutes, K. Cambria seconded, motion passed 4-0.

IV. Correspondence

n/a

V. Disbursements

Tabled til next month's meeting.

VI. Treasurer's Report

Tony Dicomo mentioned that there is a change in net assets because of payroll and that next month there will be a surplus because of the check we will be receiving from the town. He pointed out that in subsequent months we will see negatives.

A check came in for \$2,682. 24 that started a conversation about how to manage “restricted funds”. T. Dicomo and M. Jagos are determining how best to manage “restricted funds” in the future with greater transparency and accuracy for tracking and budgeting purposes. It was determined that future money (OLA and/or grants) will be made specific to their category moving forward to facilitate tracking.

We will have a budget meeting in April

-Cindy O'Connor made a motion to take the \$2,682.24 out of restricted funds for maintenance and service contracts and move it into the operating funds. C. Riegelhaupt seconded, motion passed 4-0.

VII. Director's Report

-M. Jagos will be closing the library on May 17th for staff training and Ducks and Doughnuts.

ALA's Library Bill of Rights

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

March 19, 2019

1. The staff are working are renewing their Passport Agent status. We had our first training on 3/ 16/18. Our first passport appointment on 7/7/18 and we have processed 109 to date. I have been impressed with Charles who has taken on most of this task as well as Emily and Linda who seem to be close behind.

2. The following amendment to NYS Public health law was passed on January 19th:

"Smoking shall not be permitted and no person shall smoke within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property."

To see the full announcement you can go here,

https://nyassembly.gov/leg/?default_fld=%0D%0A&leg_video=&bn=a330B&term=2017&Summary=Y%20&Text=Y

3. Several tiles are starting to come up in the ladies room as well as the staff kitchen. To my knowledge these rooms were not part of the renovation done in 2004 and most likely date back to the original building structure. The cleaning/maintenance staff that we had under the Town had done its best to re-cement loose tiles in the ladies room but, they still come up. This is an interior issue and therefore I do not believe that the Town would retile even if we had a lease.

-M. Jagos will be getting some quotes to see about repairing the tiles.

RCLS news

1. By working with other library systems, RCLS has found a company that offers online training. One of its modules is the Sexual Harassment Prevention training we are mandated to provide in New York. The company is KnowBe4. The cost is \$25 per person a year. Library systems have negotiated a rate of \$11 per person, per year. Each library will sign up directly with KnowBe4 and manage their users. The software provides reports and keeps track of those who have taken the class.

-The cost for this training will come out of Continuing Ed.

2. A presentation was made at the 3/14 meeting of the Director's Association. Along with my report you will find a white paper that was created to speak to how well this program has been received through the libraries that are participating. We did not start the trial at the same time nor with the same parameters as the majority of the participating libraries so we were not able to capture what our statistics were like before we began. However, the staff has reported that patrons have been happily surprised when they are not they do not generate fines. It might be worth considering making the summer fine fee on children and teen reading materials. Here is a link to the white paper that was developed to explain the Fine Free Trial that was run for 6 months from 9/1/18 to 2/28/19. <http://bit.ly/2EG85FO>

-We will decide if we want to go fine free for the summer at our May meeting.

Director's External Meetings

2/27 – Albany: NYLA's advocacy day

3/13 – Monroe: Director's meeting

3/14 – RCLS : Director's Association

Snow days

2/20 – closed early

2/21 – delayed opening

3/3 – delayed opening

VIII. Old Business

Emily Wilson has been offered the position at the library. She is waiting for Civil Service paperwork. She has also since been invited to go for an interview at the Warwick Library. When the Civil Service list is generated and arrives she can officially be hired. Emily is going to decide whether she will stay at Chester Library or possibly go to Warwick soon.

X. New Business

- April 16th meeting has been canceled.

- Tax Cap Resolution

Whereas, the adoption of the 2020 budget for the Chester Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3- c adopted in 2011; and Whereas, General Municipal Law Section 3- c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Chester Public Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on March 19, 2019.
-A. Robson Coles made the motion that we pass this resolution that we acknowledge the fact that there is the potential that we may exceed the Tax Cap knowing that if, once we do our budget we discover that we are not going to exceed our Tax Cap we may rescind or ignore this resolution. C. Rieglehaupt seconded, motion passed 4-0.

X. Town Board Meeting Report

- C. Rieglehaupt will attend the next meeting to ask about the lease and find out what is going on so that we can start applying for grants, which we want to apply for so that we can save local taxpayers money.

XI. Board Comments

n/a

XI. Executive session

n/a

X. Adjournment 9:39

Cindy O'Connor made the motion to adjourn at 9:39 pm, K. Cambria seconded, motion passed 4-0.