

**Chester Public Library**  
Board of Trustees Meeting  
January 15, 2019  
Call to order 7:42

**I. Call to Order**

*Present - M. Jagos, Kerry Cambria, Aurora Robson-Coles, Caren Rieglehaupt, Tony Dicomio, Cindy O'Connor.*

**II. Visitor Comments**

n/a

**III. Approval of Minutes**

*-Cindy O'Connor made motion to approve last months minutes, Caren Rieglehaupt seconded, motion passed 4-0.*

**IV. Correspondence**

n/a

**V. Disbursements**

*-Kerry Cambria approved disbursements, Cindy O'Connor made motion to approve disbursements, Caren Rieglehaupt seconded, motion passed 4-0.*

**VI. Treasurer's Report**

CPL total assets are higher than last year. Our assets increased by approx \$800 this month. We cut fines for seniors but still made money. Travel and publicity were higher expenses last year, partially due to the 414.

*-Cindy O'Connor made motion to approve the Treasurer's Report, Caren Rieglehaupt seconded, motion passed 4-0.*

**VII. Director's Report**

1. The 2020 Census will have a big impact on NYS libraries. The state will not be sending out paper forms, instead they will be asking people to print them out or fill them out online. Publications that will be sent out will suggest those without home computer access to go their local library. RCLS and the state will be directing their advocacy talks this year towards additional funding so that our staff can be trained and possible additional computers can be purchased. So far the 3 Senators in the RCLS district, including Senator Skoufis, were not aware that this was the way the state was handling the census and will support the library as being one of the resources residents should turn to.

2. Advocacy day will be on February 27th this year. RCLS is hoping to send up 5 buses. A training day has also been set up for January 29th at RCLS.

3. Last year the Director's Association voted to allow automatic renewals. As the annual report numbers come in, it has been noted that circulation numbers are up as hoped. In addition Chester opted to set our seniors "fine free" on paper materials. The numbers on that should be available in March after the trial ends.

4. The due date for the annual report is February 1st. However the state has not opened up the software for us to begin reporting. I am using last year's format to get a head start on the report. The board will need to

view it and approve it at our meeting on February,

5. Last month I attend a workshop on the new NYS Sexual Harassment policy law. All employees are required to attend a training once a year. It is highly suggested that all board members and regular volunteers also attend. We have been getting this training through the Town over the past few years. I will look into seeing if this would still be possible. The new policy that I list under “new business” is one that was created by the lawyer who ran the training provided by RCLS.

6. I have been selected to become the new RCLS board liaison to the Director’s association. It requires me to attend the RCLS board meeting once a month.

**Director’s External Meetings**

- 12/5 – Exec Committee- Director’s Association
- 12/10- Orange County Library association
- 1/8 - opened at 11am due to icy roads
- 1/9 – Director’s Association
- 1/11- Senator Skoufis’ office

**VIII. Old Business**

-Medical insurance

M. Jagos shared a copy of how RCLS handles NYSHIP increases for Medical insurance (details below) for our reference. M. Jagos is hoping to offer a part time clerk a full time position but in order to do so needs to offer this person health insurance benefits to make it appealing to the person. M. Jagos has more responsibilities now especially with all the new work associated with the 414 and anticipates some employees leaving in the coming year/s so proposes we find an equitable solution for the full time. We will revisit this and make a final decision by next month’s meeting. M. Jagos will provide insurance and wage comparables from other local libraries for us to look at so we can make an informed decision.

RCLS participates in the NYSHIP Empire Plan for employee health insurance. All employee/employer contributions are negotiated with the CSEA Union Contract. Knowing health care costs are increasing at an alarming rate, over the last two contracts we have been gradually increasing the employee's contribution.

<b>Union Contract</b>	<b>Employees Contribution for:</b>	
	<b>Individual</b>	<b>Family</b>
CSEA 07/01/10 - 07/31/14	4%	13%
CSEA 07/01/14 - 06/30/18		
07/01/14 - 06/30/15	5%	14%
07/01/15 - 06/30/16	6%	15%
07/01/16 - 06/30/17	7%	16%
07/01/17 - 06/30/18	8%	17%
CSEA 07/01/18 - 12/31/22		
07/01/18 - 12/31/18	8%	17%
01/01/19 - 12/31/19	9%	18%
01/01/20 - 12/31/20	10%	19%
01/01/21 - 12/31/22	11%	20%

- Meeting Room Policy

-Every group coming in to use the meeting room is not required to have insurance but should sign off that they do in fact have it and for certain types of event (like a social) they will be required to provide a photocopy of their insurance.

*-Caren Rieglehaupt made the motion to approve the meeting room policy, C O'Connor seconded. Motion passed 4-0.*

#### **X. New Business**

- Annual Report Status (The portal is not open yet to upload/work on the report.)

- Anti-Discrimination & Anti-Harassment Policy (NYS mandate)

*-C. O'Connor made motion to approve the above policy, Caren Rieglehaupt seconded. Motion passed 4-0.*

- Cleaning person (New person has started, she has her own insurance.)

- Payroll Update (Tweaks are being made but the transition seems to be going well.)

- Computer use is permitted by the public at CPL. The library ask users if they have library cards first, but also is able to provide computer use to public members without identification.

*-C. O'Connor made the motion to change the internet workstation policy to reflect that 1 computer will be made available to the public for 1 hour per person on a first come first serve basis, Caren Rieglehaupt seconded. Motion passed 4-0.*

#### **X. Town Board Meeting Report**

No one was able to attend.

#### **XI. Board Comments**

None.

#### **XII. Adjournment 10:12**

*-C. O'Connor made motion to adjourn, K. Cambria seconded. Motion passed 4-0.*