

**Chester Public Library**  
Board of Trustees Meeting  
April 17, 2018  
Time: 7:22 pm

**I. Call to Order**

Present - Tom McKnight, A Susan Elter, Kerry Cambria, Caren Riegelhaupt, Cindy O'Connor, Aurora Robson-Coles and Cindy Smith (from the Chester Town Board) Marilyn MacIntosh, Alex Jamieson, Ryan Wensley

**II. Visitor Comments**

Marilyn McIntosh, Director of the Monroe Free Library, to discuss the 414 Municipal Library Vote.

**II. Visitor comments from guest Marilyn McIntosh the Director of the Monroe Free Library, to discuss the 414 Municipal Library Vote.**

The main benefits Marilyn experienced from doing a 414 is that she never has to worry about budget cuts for the library and has the ability to let people have a say and vote in terms of what the library provides. The Monroe Library went from a 260k to 1.4 million budget through her leadership. They now provide stable modern library services. To achieve this, people wrote letters in support that ran in the local paper - she explained that PR is essential for this transition. The language is specific: board of trustee members and library staff can not say "Vote Yes" rather "Support the library". She advises us to do it and is willing to help. She explained that we will have to explain clearly to the public first that all Chester tax payers are already paying for the library. She noted that we can remain a municipal library. Chester has approx 8000 people, so we will need 350-400 votes. We would have to get on the November ballot to do this, August 20th would be the date of filing if we plan to do it. Marilyn suggested we figure out what can we add to our programming to give the public in exchange for a raise in coming years. It is all about communicating with the public as clearly as possible, which is where PR comes in. Some suggested language: "Would you like to sign this so you can have the right to vote for your library?" The library and board will need to compile a list of expenses for the library which should include a brainstormed wishlist for the future.

Step 1 is that we need to file for 414 -with accurate operating costs including maintenance, insurance and benefits, a cleaning person, all operations, payroll etc... need to be calculated to determine our ask. Next month Sue and Maureen will determine what the budget ask should be.

According to Alex Jamieson, the "sell" is "you pay for it anyways". The Town is evidently getting the attorney to draft up some paperwork for a long term lease for the library which will enable the Library to pursue alternative sources of funding including construction grants etc... Jamieson stated that plowing will continue to be provided by the Town and that the Town is in support of our doing a 414.

**III. Approval of Minutes**

Caren Riegelhaupt made a motion to pass the minutes from 3/20/18. Cindy O'Conner seconded, motion passed 5-0.

**IV. Correspondence**

None

## **V. Disbursements**

Tom McKnight made the motion to approve March disbursements, Kerry Cambria seconded, motion passed 5-0

## **VI. Treasurer's Report**

Kerry Cambria pointed out a discrepancy in the Treasurer's Report. Sue Elter acknowledged the discrepancy and will correct it.

## **VII. Director's Report**

- 1. On March 16th nine staff members, including myself, took part in the required Department of State Passport Acceptance Agent training and 7 of us passed the test given that day. The two who did not pass are in the process of retaking the course as a web version. We are awaiting our location and agent numbers as well supplies so we can begin providing this service to the community.*
- 2. I was notified that I was accepted as an agent for the Department of Conservation to begin providing Fishing, Hunting and Trapping licenses to the public. Supplies have already been trickling in and once everything is received I will be able to assign staff as clerk and we can provide this service to the public.*
- 3. During my week off I was asked to attend a meeting at the Goshen Secure Center. At that meeting I presented services that the library could offer to the center as well as the youth it serves. In addition I had a few brief conversations with a representative from Orange Ulster BOCES. They would like to partner with us to offer English as a Second Language (ESL) classes here. I feel this is an excellent opportunity to provide services to our migrant community.*

### ***Director's External Meetings***

- 1/11 – Director's Association meeting @ Thrall*
- 1/24 – United Way committee meeting @ Mount St. Mary College*
- 1/26 – State Report wksbp @ Moffat*
- 2/12 – meeting with bank representatives at Orange Bank and Trust*
- 2/15 – Met with Grace R. at RCLS*
- 2/21 – Orange County Librarians meeting at Albert Wisner*
- 2/22 – meeting to discuss OC Teen Workforce Training wksbp here a Chester*
- 2/28 - attended NYLA's Advocay day in Albany*
- 3/13 – Webinar outlining the library construction grant*
- 3/16 – Passport Training for all staff*
- 3/29 - attended a meeting at the Goshen Secure Center*
- 4/4 – DA executive meeting at RCLS*

Caren Riegelhaupt made the motion to approve the Director's report, Tom McKnight seconded, motion passed 5-0.

## **VIII. Old Business**

*None*

## **VIII. New Business**

Aurora Robson Coles made a motion to pursue a 414, Cindy O'Connor seconded the motion, motion passed 5-0.

Maureen Jagos spoke with Alex Jamieson about the maintenance needs of the basement including the problem of moldy old carpets. The town says they are planning to take up the carpet in the basement and put in new floors if necessary/possible. Scott will draw up the lease so it can be signed next Weds. May 1st. Maureen is requesting a fresh air intake addition for the duct work for the basement to provide adequateRenovations are being requested inthe basement, there is a need for ventilation.

Maureen Jagos also mentioned a proposal to get automatic doors.

#### **X. Executive session**

*The Board discussed personnel issues around the passport application process training and advised Maureen to give a 2 day deadline to the one staffer who is failing to apply herself to the test and give a "break" to the other one who is struggling with the test.*

#### **XI. Adjournment at 10:11**

T. McKnight made a motion to adjourn, C.O'Connor seconded, motion passed 5-0.