

Chester Public Library
Board of Trustees Meeting
December 18, 2018
Call to order 7:31

I. Call to Order
Present - M. Jagos, Tom McKnight, Kerry Cambria, Aurora Robson-Coles, Caren Rieglehaupt, Cindy O'Connor, Tony Dicom.

II. Visitor Comments
n/a

III. Approval of Minutes

-T. McKnight made motion to approve last months minutes, K. Cambria seconded. Motion passed 4-0.

IV. Correspondence
n/a

V. Disbursements

K. Cambria checked November disbursements.

Caren Rieglehaupt, made motion to approve disbursements from November. K. Cambria seconded. Motion passed 4-0.

VI. Treasurer's Report

Total net assets were \$115,584. 96. Only income in Nov. was interest on our accounts. Disbursements totaled \$3275.85. Net change in assets was \$918.94 discrepancy because we voided two checks. The library was over budget for music by \$74, postage by \$24, equipment repair \$475.17, as well as publicity, consulting and maintenance.

However, at this time, big picture wise, we are about \$15,000 under budget which should carry us over until we receive our check from the levy vote, which we expect to arrive in the first or second week of January.

We also discussed modifying the expense sheet so that Bookkeeping and Legal Fees aren't on the same line.

-T. McKnight made the motion to approve the Treasurer's Report. C. O'Connor seconded. Motion passed 4-0.

VII. Director's Report

M. Jagos, is working on setting up Paychex and payroll to make sure the transition runs smoothly for employees. There are reserves to protect employees pays should it be necessary in the Capital Fund.

-T. McKnight made the motion to cover payrolls out of Capital funds until the tax levy check has been received, if necessary, after which time we will reimburse the Capital Funds Account. C.O'Connor seconded. Motion passed 4-0.

M. Jagos reported that it is likely that all Librarians have to accrue 60 credit hours every 5 years in continuing ed, henceforth.

VIII. Old Business

- Building lease update

We received a new copy of the red lined lease tonight just prior to the meeting. We will review in executive session.

VIII. Executive session 8:06 - 8:50

T. McKnight made motion to go into executive session to discuss a legal matter. K. Cambria seconded. Motion passed 4-0.

-Legal matter discussed

X. Town Board Meeting Report

Caren Rieglehaupt attended the Town Board Meeting. It was a 2 page agenda and CPL Library and our pending lease wasn't on it. C. Rieglehaupt inquired about the status of the Library's pending lease agreement for the basement and was told that the Town would discuss it during the meeting in Executive Session with the lawyer as there was just one last thing they wanted to review and then we should know "almost immediately".

XI. Board Comments

n/a

XII. Adjournment 9:00

-T. McKnight made motion to adjourn. C. O'Connor seconded. Motion passed 4-0.