

**Chester Public Library**  
Chester Public Library  
Board of Trustees Meeting  
June 19, 2018  
Call to order 7:30

**I. Call to Order**

*Present - T. McKnight, Kerry Cambria, Caren Riegelhaupt, Aurora Robson-Coles, Cindy O'Connor and Sue Elter*

**II. Visitor Comments (N/A)**

**III. Approval of Minutes**

*-Kerry Cambria made motion to approve last meetings minutes, Caren Riegelhaupt seconded, motion passed.*

**IV. Correspondence (N/A)**

**V. Disbursements**

*-C. Riegelhaupt made motion to approve disbursements from April and May, K. Cambria seconded, motion passed.*

**VI. Treasurer's Report**

T. McKnight asked about the EZ pass cost variance between April and May, it appears there were just higher sales of EZ passes. The Library has sold about 6 this month so far and suspects that it has to do with graduation gifts. They receive 25 passes per box, the library bought 2 boxes last time and has been going through about a box a month.

*-C. O'Connor made motion to approve the Treasurer's Report, C. Riegelhaupt seconded, motion passed.*

The person Sue was hoping could fill her position is not going to be available after all due to Allan's Falafel expanding to include a location at the Galleria. M.Jagos will be making a job description in order to start looking for a replacement.

**VII. Director's Report**

1. M. Jagos proposed a change to library policies in terms of unscheduled closings and our Emergency / Disaster Policy.

“In the event that inclement weather or other conditions make it unsafe to open the library, the Library Director will notify staff that they should not report to work or that the library will open on a delayed schedule. Staff members who are notified that they should not report to work will receive their regular pay for the hours closed. Depending on the exact nature of the emergency closure, key staff may be required to report to work.”

*-C. O'Connor made motion to pass, K.Cambria seconded, motion passed.*

2. M. Jagos requested to use capital funds (as opposed to operational funds) to purchase 3 monitors (\$254.97) for public machines.

*-K. Cambria made motion to approve, A. Robson-Coles seconded, motion passed.*

3. M. Jagos requested that Ellen Bach of Whiteman Osterman & Hanna (Albany library law specialists) assist in creating our petition for the 414 and that her fee be capped at \$750 to be taken from Capital Funds.

*-C. Riegelhaupt made the motion to approve, C. O'Connor seconded, motion passed.*

4. Lindsey Sheely is a new library employee at minimum wage.

*-A. Robson Coles made motion to approve the hire, K.Cambria, seconded, motion passed.*

M. Jagos announced that Joni (library employee) received a grant for materials for transforming preschoolers grant \$300.

M. Jagos stated that a new newsletter is at the printer and showed the Board a copy of it.

### **VIII. Old Business**

Board Members (and Library Staff) may ask for signatures as “concerned citizens” not as Board Members/Library Staff. However, it would be better if we ask friends/associates to get signatures for us. The petition should be ready for us to start getting signatures on or before this Friday, June 22. Anyone who is registered to vote and lives in Chester, may sign the petition. \*Voter registration sheets will also be made available by M. Jagos, for anyone who wants to register to vote simultaneously.

### **IX. New Business**

T. McKnight will draft up for our review to submit to the Town posing the following point on the lease:

(2) Can the term be longer than 5 years? Ideally longer than the counter offer of 10 years? How about a 25 year lease (minimum) with a right to renew every 15 years so that we are eligible to apply for state construction grants.

(4) a.) May we strike all of 4. Below are examples of why.

- a.) the state is required to do that.
- b.) This is not being done now, and we aren't requesting that.
- c.) They are doing payroll now, and we would like to do that ourselves.
- d.) We would like control of this.
- e.) As with standard leases we would be under their insurance and should be. (See #12)
- f.) Please clarify if this means snow plowing and mowing so the word custodial is misleading.
- g.) We already pay for these things so please strike.

The following paragraph in item (4) makes no sense and has nothing to do with a lease. It seems like our charter clarifies a lot of the information they are trying to insert here (some of which seems wildly inaccurate).

(5) How are “common areas” defined? This is too broad. Please define “common areas” / storage needs and their intentions? Do they have a 5 year plan of what they are going to put in the storage? Is the summer park and rec stuff coming back? Please specify square footage and location req'd to fulfill the Town's needs. Please specify if this is just the basement or includes other “common areas” so that the library can plan programming accordingly.

(6) We strongly object to this. The Library is a Town building so structural maintenance should not be the responsibility of the Library. Evidently there is a Town building maintenance fund. Perhaps there could be some discretionary funding to support renovations of the library? We have missed applying for grants due to the delay in this process on the Town's side. Is there any way the town could provide some funding to help paint and put down new flooring in the basement and if so how much support is available for us?

(7) Strike from “Any cost increases...” to the end of this paragraph because it is already the case. It should say something along the lines of the library will continue to pay its phone and cable.

(8) What are the maintenance tasks we are permitted to ask for from the Town? Please clarify. This paragraph conflicts with other information in the lease. If the Library has to pay for improvements and modifications (wheelchair access for example) we would ask to find a contractor ourselves after getting permission from the Town. Again, the Town should be responsible for all structural maintenance of this Town building. May we list and agree upon what the Library will be responsible to pay for v. what the Town is responsible to pay for? In general, we prefer to get permission from the Town and then find our own contractors whom we will pay for any Town approved improvements.

According to M. Jagos, Town pays for: A/C, HVAC heating, existing lighting fixtures, plumbing, structural maintenance, sidewalks.

(9) Please clarify and/or strike the last sentence.

(10) Last sentence from (8) seems like it should go here.

(12) 4.e Seems like it should go here. What is the Michigan Participating Plan Master Certificate referring to? What is attachment "A"?

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

C. Riegelhaupt attended the last Town Board Meeting in which Lindsey Sheely was approved as a new hire at the Library.

**XI. Board Comments** (N/A)

#### **XII. Executive Session 9:27-9:44**

*-A. Robson-Coles made the motion to go into executive session for litigation, C. Riegelhaupt seconded the motion, motion passed.*

**XII. Adjournment** 9:41pm