

**Chester Public Library**  
Board of Trustees Meeting  
Oct 16, 2018  
Call to order 7:25pm

**I. Call to Order**  
*Present - M. Jagos, Tom McKnight, Kerry Cambria, Aurora Robson-Coles (left early), Tony Dicom, C. Rieglehaupt*

**II. Visitor Comments**  
n/a

**III. Approval of Minutes**

**IV. Correspondence**  
SunCommon reached out to let us know about a new community solar farm initiative with a reception planned tomorrow in Sugarloaf.

**V. Disbursements**

**VI. Treasurer's Report**

M. Jagos noted that EZ Pass and Passport processing only generates a small amount of income for the library. However, the library collected almost \$600 from DEC in Sept. due to hunting season related passes.

At the last meeting we discussed a credit card for the library. T. Dicom suggests we secure a Capital One Spark VISA Card which offers 1.5% cash back on every purchase. T. Dicom is offering to help with the transition use of the card for various vendors we work so we can use the card as our preferred mode of payment. It was noted that the library may need to adjust the policy in order to do automatic payments, otherwise 2 signatures will be required to sign bills so they can be paid on a monthly basis. T. Dicom is wondering if he should A. open the card, and if so how many cards and what names to put on them and B. if the time it would take for him to perform switching would be an acceptable expense for the library to cover since he is paid for his services by the hour and this could take a few hours.

*T. McKnight made a motion to approve the acquisition of the Capital One Spark VISA credit card to use for business expenses for the library, K. Cambria seconded, motion passed 4-0.*

*T. McKnight made motion to approve 3 named users for the Capital One Spark VISA, Maureen Jagos, Joni Armstrong and Charles DeYoe III., K. Cambria seconded, motion passed 4-0.*

*T. McKnight made motion to approve Treasurer's report, K. Cambria seconded, motion passed 4-0.*

**VII. Director's Report**

1. I have spoken to Stephen Hoefler the Fiscal Officer at RCLS, to get some help in preparing ourselves for becoming autonomous from the town. He suggested the following:

- a) He suggested that we go with Paychex and that all staff needs to use electronic deposits. If we wanted to do it internally we need to apply for a civil service position (FT bookkeeper) that will take some time to process. Starting with Paychex (or the like) will give us some time and make the transition

a bit smoother. Tony could stay on in the role but, would have to take the test and be reachable to hire him in the position.

b) We need to send a letter to the Town after the vote passes telling them that we want full control over the budget and will be expecting the full payment including fund balances. In that letter we should also state that we would like a 5 year history of those item lines. This letter should be passed through the lawyer to be sure that we are in line with the law so we should start drafting something prior to the vote.

c) We need to get files of all current employees, payroll as well as personnel files. By becoming autonomous we will also be in charge of our own record retention. This could go in the letter as well.

2) I have also reached out to the health insurance company (NYSHIP), NYS retirement and OC Civil Service. That should all be in line come the end of the year.

3) Our two circulation computers have backup batteries attached to them. These batteries give us time to properly log off those machines should we lose power. One of the machines required a replacement battery and since they were purchased at the same time I went ahead and replaced both of them. I am requesting that this money be taken out of capital funds, at a cost of \$59.20.

**RCLS news**

1. A few months ago I reported that the Director’s Association made a motion to create a pool for e-database purchases. It would work as the e-books pool works now. Each library, based on their circulation, makes a contribution to the pool. We just received our first bill from RCLS for the use of Consumer Reports. We should have the money in our database account now but should this pool grow larger we might consider creating a new line.

2. The RCLS budget needs to be approved. I sent everyone a copy of the highlights. Our fee this year will be going down \$210.69, to a total of \$31, 556.49.

<b>Director’s</b>				<b>External</b>			<b>Meetings</b>
9/25	–	Library	Network	Infrastructure	Workshop	at	RCLS
9/28 – COSAG meeting at RCLS							

A reminder that Joni Armstrong and I will be away that the NYLA conference from 11/7-11/10.

**VIII. Old Business**

**-Regarding monies from EZ Pass, DEC, and passport community services**

M. Jago asked what we should do with any monies remaining for the passports, EZ Pass and DEC licenses. All agreed those monies will go back into that line of the budget, to pay the expenses of offering these services.

- Chapter 414 update

Discussion about the 414 and resident questions that have come up. The 414 is different than becoming autonomous. Residents can look at their tax bill to see what their home's assessed value is, to determine how much they pay in taxes to the library. Costs on average about \$100 a year per household. Kerry Cambria will write up a letter to be posted on the library website and Facebook to address resident questions and explain reasonings behind pursuing the Chpt 414 in more detail.

*Tom McNight made the motion to take \$59.20 out of capital funds to pay for backup batteries for two circulation computers. Kerry Cambria seconded the motion, motion passed.*

*Tom McNight made the motion to approve the 2019 RCLS operating budget and the fee that CPL will be charged. Caren Riegelhaupt seconded the motion, motion passed.*

*Maureen submitted 3 public notices about the Chapter 414 resolution to the Times Herald Record, that were to be printed on September 30, October 19 and will be printed on November 5.*

- **Building lease update**

The town board has updated the lease and will provide CPL a copy and the seniors have gotten everything they need out of the basement. M. Jagos has changed the lock.

**IX. New Business**

- We will vote on new community and meeting rooms policy at the next meeting.

**X. Town Board Meeting Report**

n/a

**XI. Board Comments**

n/a

**XII. Executive session**

n/a

**XII. Adjournment 9:32pm**