

**Chester Public Library**  
Board of Trustees Meeting  
Oct 15, 2019  
Call to order 7:21

**Budget Hearing**

No visitors, therefore there were no questions from the public. The Library will post the 2020 budget / looking back at 2019 Budget as well as the full itemized budget breakdown on the CPL website.

*- C.O'connor made motion to adjourn budget hearing, C. Reigelhaupt seconded, motion passed 4-0.*

**I. Call to Order**

*Present - M. Jagos, Aurora Robson-Coles, Caren Reigelhaupt, Kerry Cambria, Tony DiComo, and Allen Hershman.*

**II. Visitors Comments**

*None*

**III. Approval of Minutes**

The Honor Society was overlooked in September's minutes with reference to our discussion on the needs of the Friends of the Library and which groups would be approached to see if they could volunteer..

*-C. Reigelhaupt, made a motion to approve this change to September's minutes, K. Cambria seconded, motion passed 4-0.*

**IV. Correspondence**

-CPL received a thank you card from the Sugar Loaf Fire District for helping with the Blood Drive.

-CPL received an unsolicited donation of \$1000 from C&S Wholesale Grocers (whom CPL asked for a donation approximately 6 years ago). It will be a general unrestricted donation and be deposited in the CPL general fund.

**V. Disbursements**

-K. Cambria looked over the disbursements and they appeared to be fine.

*-C. Reigelhaupt made a motion to approve disbursements, C. O'Connor seconded, motion passed 4-0.*

**VI. Treasurer's Report**

As of September 2019, we have \$312,3341.80. \$237,219.89 of that amount is unrestricted funds. In terms of the expenses, there was an adjustment in the amount of \$46,241.02 of employee payroll taxes that the employee pays, from "payroll taxes" to "actual payroll" thus bringing the balance closer to what it should be at this point. The payroll taxes line should reflect taxes only paid by the employer.

The money we have has to tie the library over until potentially the end of March so it might seem higher than it needs to be. Even though the Town usually has the tax money sooner, CPL needs to be prepared to cover expenses til then. T. DiComo will resubmit the formatted budget so that we can make it available to the public.

*-K. Cambria, made a motion to approve treasurer's report, C. O'Connor seconded, motion passed 4-0.*

**VII. Director's Report**

**Chester Public Library**  
**October 15, 2019**

1. The backup battery that was attached to the server needed to be replaced. I was able to cut costs by installing it myself. We are still awaiting the invoice but the cost will be about \$500.00
2. The mini grant that Irene applied for to help women veterans with digital and financial literacy was selected as a winner. She will be teaming up with the Barbara Giordano Foundation to present the program which will include 2 webinars and 1 meet and greet. It is hoped that this will take place in the early spring.
3. The materials for StoryWalk have been ordered. We hope to have things shipped around October 15<sup>th</sup>. The highway department has been notified and if the frost holds off we might be able to have it installed before winter sets in. In addition we have also received a donation from Lowe's of Chester of \$100 we can use that towards the lumber or cement needed.
4. On behalf of all of RCLS I have connected with POW'R against tobacco. They will be providing each library signage enforcing the new law prohibiting smoking within 100 ft. of the library's entrance. The signs will also include vaping since it is expected that this will be included in the law. I suggest that we update the language of our policy and employee handbook to include vaping.  
- C. O'Connor made a motion to approve including vaping in the language in our policy, Caren Reigelhaupt seconded, motion passed 4-0.

#### *5.13 Smoke and Tobacco Free Workplace*

*All Chester Public Library buildings and grounds are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of, vaping products, electronic cigarettes and smoke-free oral tobacco products, is not permitted in any library facility or property.*

*Smoking is not permitted within 100 feet from any facility entrance and/or 100 feet from any ventilation intake.*

*The purpose of this policy is to provide comfortable, accessible facilities and a welcoming environment at Chester Public Library facilities.*

*This policy covers tobacco use and smoking in all forms, including the use of vaping products, electronic cigarettes and smoke-free oral tobacco products.*

*This policy applies to all persons, including employees, patrons, and visitors to Chester Public Library.*

5. A new website will be rolled out hopefully by the end of the month. We reached out to a community member about a year ago for help in its creation. She offered her services pro bono and she will host it on her server. We had several problems with the current website including dropped service and the inability for people to register for programs online. The staff is currently testing the site for any glitches.

6. The Orange County Board of Elections has reached out to us requesting that the basement of the Library be turned back into a polling place. After an inspection we were approved. My understanding is that all districts that were polled in the Town Hall will now be polled here. This is just for the general election.

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

A reminder, Joni, Charles and I will be away that the NYLA conference from November 13-16th.  
September 20 - Thrall Library – Orange County Director's meeting

October 2 - Webinar – Social Media Marketing (6 week program with Emily)

October 10 – Meeting at St Columbia Church (preschool)

### **VIII. Old Business**

*n/a*

### **X. New Business**

Allen Hershman has determined that after living in Chester for over 16 years, he would like to serve on the Board of Trustees for CPL.

*-A. Robson Coles made a motion to invite A. Hershman to be on the Board of Trustees, C. Reigelhaupt seconded, motion passed 4-0.*

There are two additional candidates for the single remaining position on the CPL Board of Trustees. K. Cambria will reach out to the candidates to arrange meetings with them. A. Hershman will attend the next Town Board Meeting (next week) with C. O'Connor to seek approval from the Town Board.

All current Board Members and the CPL staff have completed the NY Sexual Harassment Training online.

### **XI. Town Board Meeting Report**

A. Robson Coles attended the September 25th, Town Hall Meeting during which the required Storywalk funding of 2k was voted on and approved by the Town Board. They said it would most likely come from "Parkland Funds". There was a misunderstanding being disseminated that she was able to clarify on CPLs behalf. Supervisor Valentine was saying CPL didn't get the grant - so A. Robson Coles politely interjected. It went smoothly. Council members were supportive.

Boiler wise, R. Valentine said he was aware of the issue with the boiler and would send a maintenance person over to look at it. A. Robson Coles explained that it would be the most cost-effective approach and ultimately save taxpayers money since it isn't our boiler to maintain and belongs to the Town and has already failed 2 inspections.

A. Robson Coles also let people know (there were many questions and concerns voiced to her once people realized she was representing CPL) that CPL is having a budget hearing next month and that they are welcome to attend. She announced that it would be on the CPL website but that it is scheduled to be on Oct 15, 2019 at 7:15 in the basement of the library.

### **X. Adjournment 8:38**

*-C. O'Connor made motion to adjourn. C. Reigelhaupt seconded, motion passed 3-0.*