

**Chester Public Library**  
Board of Trustees Meeting  
Sept 18, 2018  
Call to order 7:25pm

**I. Call to Order**  
*Present - Tom McKnight, Kerry Cambria, Aurora Robson-Coles, Cindy O'Connor, Tony Dicom, and guest Cindy Smith. (\*C. Rieglehaupt is absent due to the holiday, Yom Kippur.)*

**II. Visitor Comments**  
Cindy Smith is present as a visitor from the Town Board. She mentioned that a response letter about the revisions to the proposed library lease was sent to us. She also mentioned the park and rec potential plans for Chester including a dog park, running track and swimming pool. T. Mc Knight has a question about what the Town would like to be leaving in storage in the bsmt of the Library. M. Jagos also joined the discussion about the materials being stored in the downstairs of the library. It was determined that this needs to be addressed collectively between the Town Board and Library prior to signing of any lease.

**III. Approval of Minutes**  
*-Cindy O'Connor made the motion to approve minutes from last meeting, K. Cambria seconded. Motion passed 4-0.*

**IV. Correspondence**  
n/a

**V. Disbursements**  
K. Cambria only received the disbursements at the beginning of this meeting and she needs to go over them so they will be tabled until October. C. O'Connor signed the checks.

**VI. Treasurer's Report**  
T. Dicom pointed out that there was a discrepancy which rolled over from June showing a negative balance. Tony has corrected the error in the DEC account. K. Cambria pointed out that the July income shows a mini grant of \$300 (for early literacy programming) and a \$600 donation from the *Friends of the Library* which was used as such: \$200 went to summer reading programming, Irene received \$200 for the bus trip to the Botanical Gardens, and the remaining \$200 went to Library T-Shirts.

T. Dicom noted that the library doesn't have a credit card and suggests we get one. He mentioned *Techsoup*, an online organization that gets contributions from major companies for non-profits like libraries. Participating companies include *Quickbooks, Adobe* and other big corporations that might have relevant services that the Library could use but only if we have a credit card. T. Dicom pointed out that a credit card for the library would also be useful for trips and that certain vendors give points and cash back. In the near future, M. Jagos acknowledged that getting a card would also enable the library to use services like *Stamps.com*. M.Jagos requested that T. Dicom research credit cards available to us so that hopefully by next meeting a credit card can be issued for the library.

T. McKnight started a discussion about budget money disbursements and timing with the 414. The Library wouldn't get a disbursement until end of February or early March should the vote pass. M. Jagos explained that the budget year is not mutable and that this is how it is both for Libraries and other tax funded entities.

-T. McKnight made a motion to approve the Treasurer's Report, A. Robson-Coles seconded, motion passed 4-0.

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

1. The newsletter is currently at the printer and should be in mailboxes by the end of next week.
2. A. Robson-Coles attended the September 12 meeting of the town board where they passed our resolution. We should begin thinking about our next steps. We have registered ourselves as a site for national Voter Registration day. Joni and Irene have both scheduled programs for that day in the hopes of enticing people to come out and vote. I am in contact with the Friends as about getting email list together and asking people to submit letters to the editor on our behalf.

RCLS news

1. RCLS has been keeping track of the new NYS sexual harassment policy laws. They are working with Ellen Bach to create a sample policy for the individual libraries to adopt. Ms. Bach will also be coming to RCLS on November 14<sup>th</sup> to go over the new state requirement. I am planning to attend should anyone be able to go with me.

## **Director's External Meetings**

- June 1 – COSAG meeting at RCLS
- June 6<sup>th</sup> – DA Executive board meeting at RCLS
- June 7<sup>th</sup> – Kiwanis Presentation
- June 12<sup>th</sup>- Emergency management Training in New Paltz
- July 2<sup>nd</sup> – Senior Center ribbon cutting
- July 11 – Director's Association Meeting
- Sept 12<sup>th</sup> – Director's Association Meeting
- Sept 14<sup>th</sup> – RCLS' Legislative Breakfast and Annual meeting

## **VIII. New Business**

- A new *Community and Meeting Rooms Policy* has been added to the "CPL Policies" folder in the Chester Google drive which is shared with all Trustees, as well as M. Jagos and T. Dicom. It is proposed that the Board of Trustees will look at it and read it over before our next meeting to see if we need to adopt / clarify ours.

M. Jagos pointed out that once there is no town staff to clean up after events/engagements in our up and coming *Community Room*, things will need to be addressed, therefore we will likely need to revise our policy.

-M. Jagos reported that Town Clerk Linda Zampalla is going to hand deliver the petitions and resolution to the Board of Elections. (It is officially her responsibility as Town Clerk.) Hopefully it will happen before October 1st.

-M.Jagos has scheduled programs for the day of the election including possibly stickers saying "My Mommy Voted Next Door". We determined that we need to start asking people to write "love letters" or sweet stories about their experience/s at or in relation to the library to hopefully get more good PR and possibly submit some of the letters to the editor of the Chronicle.

- M. Jagos also mentioned a "gleaning" program wherein people go to a local farm and collect foods that are too small are past their prime picking date to donate to food banks. M. Jagos suggest that library employees be

given time to go glean for the local food pantry to be in the community more and to hopefully reach more potential migrant workers who could take advantage of some of the services at the library. The staff is keen to participate in local gleaning efforts and do library community outreach. The Board agreed unanimously that this was a good idea.

- NYS has a new sexual harassment law but there isn't information yet that has been provided in terms of what will need to be changed if anything in our policy regarding sexual harassment.

**IX. Town Board Meeting Report**

During public comments at the last Town Board Meeting, A. Robson-Coles thanked the Town Board for their support and efficiency in the matter of our resolution and also asked the Town Board about the lease revisions to which she was told to expect a response (and possibly even a revised lease) to our letter with proposed changes or before our meeting today. Our discussion included confirmation that the lease will need to be for 25 years so that the Library may apply for grants.

**X. Board Comments**

- T. McKnight announced that he will not be running for another term at the Library, but has approached someone in Sugarloaf who is a possible candidate for the Board of Trustees for the Library and who will hopefully join us for the next meeting in October.

- K. Cambria mentioned that the summer reading program was a great success. She asked if the incentives could be improved for future iterations of the summer reading program in terms of different age groups.

-C. O'Connor wanted to know if it was ok for her to write a letter about how quick and seamless getting a passport at the library was for her son. It was noted that this would be great, and fine and that the Chester Post Office has been sending people to the Library to get passports processed.

**XI. Executive session 9:02 - 9:27 (to discuss a legal document)**

**XII. Old Business**

-T. McKnight inquired about the status of the fines free trial. The fines free trial was going to start fines free in Sept. but Chester Library decided not to do it because they wanted to see how it went with the other local libraries who are participating. Monroe is doing it for Seniors only which M.Jagos mentioned she is considering for Chester Library. M. Jagos wanted to see how that trial in Monroe went before pursuing it for Chester. She mentioned that it is an automatic program so there would be no alerts sent to seniors. It would be automatically applied to all library card holders 65 and over. T.McKnight proposes that the perhaps we do the no fines for Seniors in conjunction with our 411 to help with PR and encourage Seniors to vote in our favor.

*-A. Robson Coles made motion to do a trial of no fines for seniors starting in October, K. Cambria seconded, motion passed 4-0.*

- **Chapter 414 update** - K. Cambria mentioned that Alex Jamieson described the 414 in one of the Town Board Meetings in a way that may have been misleading and/or unclear. A. Robson-Coles expressed that it was similarly the case at the last Town Board Meeting. Therefore, since we were fortunate enough to have C. Smith in attendance, we requested to have some time to thank the public, board and explain what the library is doing the the next Town Board Meeting. C. Smith said she will request that at their next meeting and try to arrange time at the next Town Board Meeting for M. Jagos to address the public (prior to the vote).

**-Lease update** - T. McKnight mentioned some vagueness in terms of maintenance on the lease. In exchange for the library getting 1\$ a year lease, they expect that the maintenance of the library be the sole responsibility of the library. There appear to be a number of inconsistencies in terms of what the Town expresses as the library's responsibility in terms of maintenance in particular. M. Jagos requested to schedule a meeting to go over the lease and fine tune with 2 board member from each board. Essentially a lease resolution party. T. McKnight appreciates the 25 year concession in the lease and took the opportunity to express that to our guest C. Smith. We also agreed to request increasing the stated amount of \$5000 up to \$10,000 for any maintenance and improvements needing Town approval.

**XIII. Adjournment** 9:27pm