

Chester Public Library
Board of Trustees Meeting
Feb 18, 2020
Call to order 7:34

I. Call to Order

Present - M. Jagos, Aurora Robson-Coles, Cindy O'Connor, Kerry Cambria, Tony DiComo, Dan Mahoney.

II. Visitors Comments

No visitors.

III. Approval of Minutes

No comments on the minutes from last month.

-K. Cambria, made a motion to approve January's minutes. C. O'Connor seconded, motion passed 3-0.

IV. Correspondence

n/a

V. Disbursements

K. Cambria found a minor discrepancy in December's disbursements which was addressed.

-K. Cambria made a motion to approve the disbursements for November and December, C O'Connor seconded, motion passed 3-0.

VI. Treasurer's Report

Good news, we finally received our check from the town taxpayers. The balance sheet looks bad because at the time it was generated, we hadn't received the check yet. Current assets: \$70,770. We had approximately 50k in our Capital Fund, which left us with about 15k in operating funds (barely enough to cover 1 month of payroll) so it is great that the check finally showed up. The 20k that was transferred to cover CPL operating costs has not been transferred back to the Capital Funds but will be.

CPL Income was	\$3,922.98
CPL Expenses were	\$56,716.21
YTD Income was	\$3,922.98
YTD Expenses were	\$56,716.21
DEC YTD had a profit of	\$72
EZPass had a profit	\$250
Passports had a profit of	\$265

-C. O'Connor, made a motion to approve the Treasurer's Report for January, K. Cambria seconded, motion passed 3-0.

VII. Director's Report Chester Public Library

1. The annual report has been submitted to RCLS. I am still awaiting final approval. It is suggested we wait until the March meeting to note that it was viewed by the board on the chance changes need to be made.
2. The staff and I have been working over the past 3 months on our new card registration and card renewal procedures. The purpose is to provide a better user experience for the patron. Those patrons asking for a new card will get one right away but are placed into a temporary status until their physical address is verified. We are also notifying patrons ahead of time that their card is about to expire. This should alleviate the frustration of those patrons that are only using the e-materials and find out their card expired when they are blocked from downloading a book.
3. Next Tuesday, Emily and I will be traveling with RCLS to attend NYLA's lobby day. It provided results last year so we are hopeful again this year. The Governor's proposals include a \$5 million cut from state aid and a \$20 million cut to construction grant aid. There is more information on the RCLS website (www.rcls.org) if you would like to see the details and find out how you can help from home.

RCLS News:

1. With the help of some of the "city" libraries, RCLS is developing an ICE policy that we could adopt. While there has not been an instance yet in our system area, it was felt to be needed as we begin helping people with the Census.
2. The NY Shield Act will go into effect on March 21st 2020, <https://www.wnylrc.org/ask-the-lawyer/filter/62>. This requires us to lock up or destroy any information that could be identifiable to a patron or employee. (Examples for patrons would be *Name...address...phone number...e-mail...library card number and account information. Perhaps a driver's license or other photo ID*)
3. Kari's Law which goes hand-in-hand with Ray Baum's law went into effect in August. It states the phone system must:
 - a. Have direct access to 911 without dialing any prefix, post-fix or trunk access code, as required by Kari's Law
 - b. Notify on-site security whenever 911 is dialed within the enterprise, as required by Kari's Law.
 - c. Provide a dispatchable location with every 911 call, as required by Section 506 of RAY BAUM'S Act. Given that our system is older and does not require a number such as "9" to be dialed before getting an outside line we may be grandfather in. It is currently on our emergency report to note that "9-1-1" was called and who called.

4. ProPay will be replacing PayPal as a way for patrons to pay fines and fees associated with their account. Patrons have been able to access PayPal through the online catalog to make a payment but, the reports do not process until the next business day. ProPay should make the payment more instantaneous and will also allow patrons to pay through the mobile app.

Director's External Meetings

1/28 – Utica National, (our worker's compensation insurance) did an audit and our premium will be adjusted this year of \$133.00 less than last year. A total of \$2831.00

2/5 – Nancy and I attended a Community Conversation program down at the Pearl River Library on Jewish Cultures.

2/18- RCLS Director's association meeting.

2/18 – CUFSD board meeting

2/20 – Active Shooter training at RCLS

2/25- NYLA advocacy day in Albany

VIII. Old Business

n/a

IX. New Business

Chester School District has a vacant building that is under consideration. The school board has gone through a few scenarios. The board wants to knock down the building and put in a stadium with turf field. CPL does not own or rent the building we are currently in. CPL has been trying to negotiate a lease with the Town of Chester on the building we are currently in. CPL is not able to do any renovations on this building which needs renovations and repairs without a lease.

The lack of accessibility to the library for people who tend to use libraries the most has been a longstanding problem. CPL has participated in various community services ranging from food pantries to offering courses in English as a new language programming for the community. The Library should be more accessible. Allen has brought the possibility of an anonymous donor to the library. The Library is hoping for a small portion of the old High School to relocate and become more accessible to the children and seniors who have limited access to the library. The food pantry could share space, the Historical Society could share the building and all the Village Offices could move there instead and retain the building. The Record and Chronicle have articles about alternatives for the building. There is a vote being held on February 25th, to determine if the school boards' plan for the High School will be approved. If not, CPL is hoping to engage in a conversation about whether the library could possibly relocate there.

XI. Town Board Meeting Report

n/a

X. Adjournment 9:10

-Aurora Robson Coles made motion to adjourn, C. O'Connor seconded, motion passed 3-0.