

Chester Public Library
Board of Trustees Meeting
January 19, 2021
Call to order 7:44 pm

I. Call to Order

Present - M. Jagos, Aurora Robson-Coles, Kerry Cambria, Cindy O'Connor, Tony DiComo, Daniel Mahoney, and Allen Herschman.

II. Approval of Minutes

No comments on the minutes from December 2021.

-K. Cambria made a motion to approve the minutes from last month's meeting, A. Herschman seconded, motion passed 5-0.

III. Correspondence

n/a

IV. Disbursements

K. Cambria checked the disbursements from the library for December. 2 things are missing and need to be resolved. An O+R bill, a Capital 1 bill. A check for Demco was voided and needs addressing. M. Jagos will follow up with the questionable disbursement to help resolve them. The Board chose to table disbursements until these are resolved at next month's meeting.

V. Treasurer's Report

2020 has an extra pay period so accounting has been extra challenging and payroll will be over by approximately 20k. However, the bottom line is we will still be under budget. We don't have a finalized budget for 2021 yet, but it should be finalized this week. We will use last year's numbers and budget accordingly.

VI. Chester Public Library Director's Report

1. RCLS is moving away from the use of Smartermail for our email services. They have decided to go with Office 365. There will be 2 different types of licenses offered. An A1 account which will be at a cost of \$39 a year and an A3 account which is free. Due to the added security of an A1 account, it is recommended for Directors and other staff that work with sensitive data. At this time I will be the only one that will pay for an account. However, at some point, we may need to add other staff.
2. The NYS Archives has created a new Retention and Deposition schedule. When we took control of our budget from the Town we also accepted responsibility for retaining our own records. Beginning January 1, 2021, we are required to adopt the new schedule before we can dispose of any records. A copy of the suggested adoption resolution can be found on our board web page.
3. Each year all NYS employees are required to take part in an anti-harassment workshop. This includes board members as well. If anyone has already received this training in the past year from another employer, I will need a certificate or letter from them. An added benefit of our insurance company is that they provide a free virtual course that meets the NYS requirements that I can assign

everyone. I will be sending links in February to everyone that has not provided documentation from somewhere else.

4. I am going to try and have a hybrid staff meeting in the next week or so. We will open the library an hour later so everyone can take part. Since we will be discussing items such as the above-mentioned harassment training it will be required for all staff to attend.
5. The annual report is due to RCLS on February 22nd. The state has added questions and adjusted questions due to COVID so they are allowing more time to gather data.

The following resolution was read aloud by Cindy O'Connor:

RESOLVED, By the Board of Trustees of The Chester Public Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance, with Article 57-A:

a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal; or historical value to merit retention beyond established legal minimum periods.

- *A. Robson-Coles made the motion to pass the resolution for the new Retention and Deposition schedule for CPL records, K. Cambria seconded, motion passed 5-0.*

VII. Old Business

n/a

VIII. Town Board Meetings

Nobody was able to follow the Town Board Meetings in December.

IX. Adjournment 8:33