

**Chester Library Board of Trustees
Regular Meeting, December 15, 2014
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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, December 15, 2014, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Sandy Senior-Dauer, Deedee Prisloe, Peggy Carter-Ward, Denny Tovey and Bob Gorman. Linda Fox (Library Director), Cary Hull (The Friends of the Library), Sarah Shrewsbury and Ed Ward were also present. Chairman Schreiber called the meeting to order at 7:30 PM.

2. Secretary's Report

Motion by Carter-Ward, second by Prisloe, to approve November 17, 2014 Minutes as written. Unanimously approved. Motion Carried.

3. Treasurer's Report

Motion by Carter-Ward, second by Gorman, to accept Treasurer's Report as presented. Unanimously approved. Motion Carried.

4. Introduction/Presentation – Professional Fundraiser

Sarah Shrewsbury from Vineyard Consulting introduced herself. She reviewed various fund raising strategies. Some of her services include, but are not limited to

- Create a Development Plan – in cooperation with campaign leaders.
- Guide the creation of a Campaign Committee.
- Coordinate the creation of a list of potential major gift donors.
- Research and create individualized cultivation strategies for top major gift donors.
- Train volunteers re: “Opening Doors” to major gift donors.
- Prepare for and participate in donor meetings.
- Edit solicitation letters, proposals and donor related correspondence.
- Develop donor/potential donor tracking report.
- Provide guidance on PR opportunities, creating gift opportunities, donor events, annual reports and brochures, website giving pages and bequest and planned giving marketing.

There was discussion on the Library being a 501(c)3 organization. It was noted money has to go through that route in order to be tax deductible. Linda Fox noted she had been told donations to the Town are also tax deductible.

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Sarah reviewed the above mentioned items in much detail. She noted her fee would be \$75 per hour. She indicated her efforts are more of a guiding and focusing tool.

5. Building Committee recommendation for asking for funds
6. Building Committee Update

Denny Tovey noted the Library Building Committee met on December 3rd. The Committee voted to request the Library Board of Trustees approach the Town to ask for \$150,000 from this year's budget to proceed through schematic design for the project consisting of money for soil test borings, geo tech report, topographical survey, environmental assessment and fee for the architect to prepare plans and nail down major decisions within the building to come up with a more definitive cost. Once approved by the Library Board of Trustees, this request then goes to the Board of Selectmen and then the Board of Finance. Denny noted hopefully this can go to the Board of Selectmen on January 6th, the Building Committee on January 7th and then the Board of Finance on January 15th.

Ed Ward, in the audience, noted they (WPCA) looked at that site when looking for an alternate for the sewer system. Some of that information should already be available from Fuss & O'Neill. Denny noted they have already obtained some of that information.

Chairman Schreiber noted the whole project should be looked at including drainage. Bob Gorman noted the Main Street Project Committee is also looking at the drainage issue. He didn't feel everything should be done for the next 50 years out of library money.

There was further discussion regarding test borings and surveying. Denny noted he is trying to set up a meeting with Jacobson's office before the end of the year. He will also tell Drayton Fair the Committee needs numbers by January 2-4th.

Linda Fox asked what members could do to support this request at the Board of Finance meeting. Denny noted he'd be better able to answer that at the LBC meeting on January 7th after the BOS meeting on the 6th. There needs to be support at both the BOS and BOF meetings.

Ed Ward suggested everyone be proactive about the facts rather have to react to a lot of

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false information which is what happened with the sewer project.

Linda Fox noted First Selectman Meehan indicated this will have to go to Town Meeting after the Board of Finance meeting. We should know when the Town Meeting is going to be scheduled for in order to educate people with the facts ahead of time.

Bob Gorman noted he was going to reconvene the North Quarter Park Committee in order to bring them up to speed about the Library. Hopefully there could be a meeting before Christmas.

Linda Fox noted Denny Tovey has agreed to do a Q&A session before the Board of Finance meeting. The Q&A session was scheduled for Saturday, January 10th, between 9:30 and 11:00 AM at the Library. It was suggested a fact sheet be prepared prior to the Q&A.

Chairman Schreiber noted this must be a good looking building that will settle well into North Quarter Park.

Cary Hull emphasized the Town needs a new library. Everyone needs to believe in this, be positive and talk about things people are excited about having to do with the library.

7. Future Budget Items

Linda Fox noted a Capital request needs to be submitted, amount to be determined. The Board had decided to put newspaper subscriptions into the Town budget. She also noted the Outside Clerical for the LBC has been lumped into Library Board of Trustees line item which is over expended as a result so that needs to be resolved.

8. Librarian's Report

Director Fox distributed and briefly reviewed the Statistical Report for November. She also reviewed the Library holiday hours for the next couple of weeks.

Director Fox reviewed recent and upcoming programs-

- Mrs. Claus visited today – 36 children participated.
- Trying to put together a program for the end January for “Selma” discussion.
- Anna and Paul Sweeney will be doing a talk on Maple Sugaring some time in

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January.

- Game Nights and Zentangles Programs doing well.
- Book Sales last two weeks in January.

Director Fox reported on her visit with Pat Holloway to the Library Journal Design Institute in Boston. The trend is going toward less room for books and more room for people in libraries. Buildings are getting bigger because people take up more room. It was very interesting to see.

9. The Friends Report

Cary Hull reported they made \$480 at the Holiday Book Sale. There will be another regular book sale end of January.

10. Any Other Business

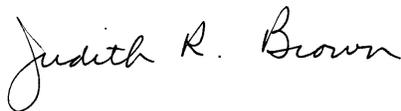
Peggy Carter-Ward noted there are some action items in the Technology Plan that need to be followed up. She suggested having a technology committee to move these items forward.

It was noted the next Library Board of Trustees meeting is on January 12th (week early because of holiday) and there is a Board of Finance meeting on January 15th. Chairman Schreiber urged LBOT members to attend the BOF meeting.

11. Adjournment

Motion by Gorman, second by Carter-Ward, to adjourn at 9:30 PM.
Unanimously approved. Motion Carried.

Respectfully submitted,



Judith R. Brown, Recording Secretary