

Chester Library Board of Trustees  
Regular Meeting, April 20, 2015  
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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, April 20, 2015, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Deedee Prisloe, Peggy Carter-Ward, Denny Tovey and Bob Gorman. Linda Fox (Library Director) and Cary Hull (The Friends of the Library) were also present as was Pat Holloway. Chairman Schreiber called the meeting to order at 7:30 PM.

2. Secretary's Report

**Motion by Carter-Ward, second by Gorman, to approve March 16, 2015 Minutes as written. Unanimously Approved.**

3. Treasurer's Report

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

6. Fund Raising

Chairman Schreiber noted she spoke to First Selectman Meehan about fund raising. He indicated nothing should be done formally until everything is in place, but there could be some preliminary discussions, etc.

There was a brief discussion about the fund raiser who was present a few months ago at a Trustees meeting. She had talked about building lists for library donors and having a recruiting committee. She had indicated she would be available on a per hour basis to help with formulating lists and getting people. She also has experience with non-profits.

Pat Holloway noted one thing that must be decided is what are the funds being raised for – building a new library which will be turned over to the Town or to buy things like furniture, computers, etc. things that will be extra. There has to be a sense of what the money is being solicited for. That is where the fund raising should start.

Holloway noted the next thing would be to decide who would hold the money. Would it be turned over to the Town? Would The Friends hold it having a separate accounting system and separate bank account? Where would the checks be sent (to Linda Fox, or a Post Office Box with a designated person with separation of duties)?

Bob Gorman noted most will be pledges until the State says we have the money. This could be months down the road. Holloway noted it will probably take a year to set up the paperwork for all of this.

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Holloway noted this is a lot of work which is usually handled by a team. Someone will go out and get pledges. There needs to be paperwork for this. Pledges may be for a 3 year period. Will there be a monthly billing? Will reminders be sent out? Someone has to follow up on these pledges. You may want to set up a Quickbooks system or perhaps there is a bookkeeper who will donate their time. Tracking of pledges is very important. What groups or businesses do you want to target?

Holloway also suggested contacting the Middlesex Foundation for assistance. They may also know of other foundations. She recommended talking to civic groups, republican and democratic parties, churches, synagogues, fire department, EMS, park and rec, discussion groups and clubs, etc.

There was a brief discussion regarding regionalization of District 4.

Holloway suggested eliciting questions and finding out what the road blocks are.

It was noted there are lists in town where groups have done fund raising. A feasibility study could be done regarding pledges. Talk to people in who normally give and find out as to what level they would be willing to pledge an amount. There could be get togethers at someone's house with dessert and coffee at which a fund raiser could be present to ask for pledges.

Peggy Carter-Ward asked what percentage of pledges fall through. Holloway replied 10 to 20%.

Chairman Schreiber asked if Pat Holloway would be willing to serve as Chairman of a fund raising committee. Holloway replied yes, but a professional would also be needed to put together a package and assist with various things. She recommended contacting Middlesex Foundation for names of professional fund raisers.

Denny Tovey offered to help Pat Holloway in going out to talk to people.

Chairman Schreiber thanked Pat for her time. She noted she will contact her as to when to start and what paperwork needs to be put together. Do we do a feasibility study first or go out and talk to people first? Holloway noted she will talk to the Middlesex Foundation and share that information with the LBOT.

#### 4. Building Committee Updates

Denny Tovey noted First Selectman Meehan signed the contract with LLB. There was a meeting last Friday afternoon at North Quarter Park. They have reached out to an environmental firm in Branford recommended by Jacobson. Test pits are being planned next week. They looked at previous test pits and zeroed in on an

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area. The environmental firm will send their proposal to First Selectman Meethan for his review. The cost is \$2000 for 3 test pits. Not doing borings at this time. Those will be done when a building location has been chosen. Tovey indicated unless the results are in for soil analysis, there may not be a May Library Building Committee meeting. Mike Cegan also attended the last LBC meeting in April.

5. Poetry

Poetry Night will be May 4, 2015 at 7:00 PM at the Meeting House. Featured poets will be Suzanne Levine, Tim Napier and Ravi Shankar.

7. Volunteer Reception

Volunteer Reception will be June 15, 2015 from 7:00 to 8:00 PM at the Chester Public Library. There will be a Special Meeting of the Chester Library Board of Trustees prior to the reception at 6:30 PM. Invitations will be done by Linda Fox. Envelopes and/or notes will be done by Deedee Prisloe. Invitations should go out by the 3<sup>rd</sup> week of May.

8. Librarian's Report

Director Fox noted she received notice last Thursday from the State Library that the Statewide Catalog will be terminated. They are hoping to come up with something better and less expensive. There are 33 libraries in the State that use Verso. It will take a lot longer now to process and get things. Fox noted there was discussion about having the Library open on Tuesdays this summer, but feels keeping the Library closed on Tuesdays will help.

Bob Gorman asked if there was anything in the State Budget to cause concern. Director Fox reviewed State Grants. She also noted Representative Phil Miller and Senator Ted Kennedy are in support of libraries. They don't want to see any cuts.

Director Fox noted there is a gentleman doing community service. He is taking books off the shelves, washing them and putting them back.

Director Fox noted she will finish the technology assessment and email it to Peggy Carter-Ward.

Director Fox distributed and reviewed the Monthly Statistical Report. She noted donations were received for the Wall Street Journal and Hartford Courant. All the newspapers now have been donated.

9. The Friends Report

Cary Hull noted next Monday The Friends are holding a "user social medial program" by Ted Funston. He and his wife have offered to do one on one with

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people.

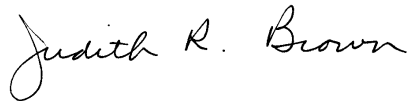
Cary also noted they just received "I'm Never Alone if I have a Book Bag."

10. Any Other Business – none.

11. Adjournment

**Motion by Gorman, second by Carter-Ward, to adjourn at 9:10 PM.  
Unanimously Approved.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown".

Judith R. Brown, Recording Secretary