

Chester Library Board of Trustees
Regular Meeting, August 15, 2016
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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, August 15, 2016, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Sandy Senior-Dauer, Deedee Prisloe, Peggy Carter-Ward and Karin Badger. Others present included Stephanie Romano (Library Director), Cary Hull (The Friend's) and Pat Holloway. Chairman Schreiber called the meeting to order at 7:30 PM.

2. Secretary's Report

Motion by Prisloe, second by Senior-Dauer, to approve June 20, 2016

Minutes amended as follows -

- **Under 4. Treasurer's Report – it should be noted Spencer Family Trust bequest was \$2500.**
- **Under 6. Fund Raising – last paragraph, it should be noted the Board felt they were not ready for a presentation.**
- **Under 8. Discussion – finance presentation – it should be noted the \$8 million was a first estimate.**

Approved with Carter-Ward abstaining.

3. Treasurer's Report

Treasurer Prisloe reported on the following -

- Money from the Eustis Memorial Fund has been moved into the savings account.
- Starting and ending balances of the checking account were reviewed.
- Chairman Schreiber asked if there were any CD's. Treasurer replied no.
- Treasurer reported money is spent as it comes in. There used to be more activity. There are less donations as some of this is going to The Friends.
- The Library Board buys periodicals and magazines. The town pays for the newspapers.
- The Library Board decides how to spend the money.
- The attorney for the Gwen Orton Trust will come to the September Board meeting.

Cary Hull asked if the money from the Spencer Family Trust had been earmarked for anything. Treasurer Prisloe replied no, but she was keeping it separate to see

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if there was something special to use it for. Its a one time thing.

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

4. Building Committee Update

Chairman Schreiber noted there was no quorum at the last Building Committee meeting and she was not able to attend. She indicated another estimator came in and the two estimators compared prices, apples to apples, and came pretty close. They went line by line. Pat Holloway noted the building itself is about \$3 million. All other work (parking lot, landscaping, utilities) brings it up to \$7 million.

Cary Hull noted the Board of Finance wants everything figured out and asked if a bigger building would mean more staff. Pat Holloway noted the reality is there will not be a lot of staff. That is why the second floor was eliminated. There will be 2 people in the building at all times. Hopefully people from Deep River and Essex will return to the Chester Library.

Chairman Schreiber noted the Board has said for years a building has to be designed to accommodate the part time staff that currently exists. Peggy Carter-Ward noted perhaps hours may be increased. Pat Holloway suggested talking to Park & Rec to see if the meeting room will be used by them and maybe they might be able to contribute someone on their staff to work and open up the building.

Peggy Carter-Ward asked how overlapping resources (Library, Park & Rec, Maintenance) are handled.

Deedee Prisloe asked when the BOF meeting would occur. Pat Holloway noted she and Denny Tovey attended the July BOF meeting for an informal discussion. She met with Jon Joslow and Virginia Carmany to explain the project. Carmany noted they are working on a 10 year plan prioritizing all projects in town. It was suggested this Board should stay in contact with both the BOF and the BOS and perhaps have someone attend their meetings.

Deedee Prisloe noted in terms of staff, this Board should probably start talking

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about that fairly soon. We are hoping to get busier. Perhaps ask for a range.

5. Fund Raising

Pat Holloway distributed a draft document - "A Gateway to Nature, Learning and Fun: Chester Library in North Quarter Park" which covered the following to be used as a Fund Raising package -

- The Need for a New Library
- The Plan
- The Advantages of a New Library
- Planning to Date
- Schematic Design
- Why Combine Library and North Quarter Park (NQP)
- Ongoing Costs for Staff and Maintenance
- What will happen to the current library building
- Budget
- Gift Opportunities
- Naming Opportunities

Everyone should review the draft document and submit comments. Pat Holloway noted she used suggestions from Skip Hubbard on what they used for the Historical Society. She reiterated she was looking for feedback and maybe some further questions people might ask.

Peggy Carter-Ward noted this draft is specific for the Library and the whole project is interconnected so we have to work together. Carter-Ward suggested using "Go Fund Me" and "Kickstarter" online. Pat Holloway agreed that could be done, but they take 8%. Perhaps we could put a link on the Library website to the Middlesex Foundation.

Chairman Schreiber asked if a member of Park & Rec should review the draft document and provide comments.

Pat Holloway noted Selectwoman Linn came to the last Library Building Committee meeting. Selectwoman Linn noted she saw the pictures on the website, but there was no "30 second elevator speech." This should be on the website. There should also be an answer to the question "what's in it for me."

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6. Fall Programs

Director Romano reviewed Fall Programs -

- Two evening book chats, one in September and one in October.
- Children's Librarian is planning Fall Story Time and Crafts for Halloween as well as getting geared up for Santa.
- A destress session of Holiday Adult Coloring Books will also be added.

8. Librarian's Report

It was reiterated Anna Sweeney, Executor, for the Gwen Orton Jones Trust will attend the September meeting to review this bequest.

Karin Badger noted it is the Board member's responsibility to know what is going on with the money, including bequests. \$452,000 has been received since 1998 going to only 4 employees. The Library Board is supposed to be involved in this. It isn't right to keep this from the town residents. There are other things it could be used for. It turns out it went to salary bonuses. Deedee Prisloe noted that was not true. The former executor has been ill for the last few years and Mrs. Sweeney has taken over for him.

Director Romano discussed the interlibrary loan service. She noted this service has been cancelled. The State Library is revamping their system uploading every library in Connecticut and their holdings so everyone can see what every library has. The temporary ILL system is for a year at a cost of \$600. Do we want to pay this? It was noted Deep River is no longer doing ILL's until the State gets their act together. All interlibrary loans are now done through emails. What was supposed to be up and running last winter may be running this fall. Director Romano briefly explained how the interlibrary loan now works. She indicated Chester's interlibrary loans are very minimal. Chester is set up with Verso Autographics. We should probably know how many people use the ILL system to determine whether paying the \$600 is worth it.

Director Romano reported on the following -

- She noted there was good bye party for the former Library Director, Linda Fox on July 7th.

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- Garbage Archaeology with DEEP was held on July 13th and was very interesting.
- She noted the internet is currently free through the Connecticut Education Network, but they are now going to charge us. She is looking into a possible grant. It will be about \$1100 per year. She is looking into pricing with Comcast through the Town. The Town pays for the Comcast phone service so hopefully it will pay for the internet. CT Comp does the computers. Cary Hull noted last year there were 60 on the computer and this year its 110. This is increasing all the time.
- Romano noted she and Cary Hull are working on a possible \$3500 grant for a Children's Learning Computer with the Community Foundation (AWE Station).

7. Other

Director Romano asked if the Outside Clerical for the Library Building Committee comes out of the Library Board of Trustees budget. She inquired of Linda Fox who said absolutely not. Chairman Schreiber will discuss this with First Selectwoman Gister.

9. The Friends Report

Cary Hull reported on the following -

- Stools were donated by the Bradleys and the computer bar was \$200 less than thought. Still working on grant paperwork and will do the evaluation.
- Starting 3 raffles next week. People will be able to choose what they want to win.
- Paperback Book Fair will be in the Chester Fair. Books are coming in slow.

10. Adjournment

Motion by Carter-Ward, second by Prisloe, to adjourn at 8:45 PM.
Unanimously Approved.

Respectfully submitted,

Judith R. Brown

Judith R. Brown, Recording Secretary