

1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, December 19, 2016, at the Chester Public Library, 21 West Main Street, Chester. In attendance were Terry Schreiber, Sandy Senior-Dauer, Deedee Prisloe, Peggy Carter-Ward, Denny Tovey and Karin Badger. Library Director Stephanie Romano was 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 accept November 21, 2016 Minutes as written. Unanimously Approved.

3. Treasurer's Report

Treasurer Prisloe distributed the Treasurer's Report for December 19, 2016. She reviewed the starting and ending balances for Checking and Savings Accounts as well as any donations received during the month. It was noted flowers were sent to Patty Petrus and a donation received from Elise Piquet. The donation was not for anything specific.

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

4. Gwen Orton-Jones Trust Update – nothing new to report.

5. Building Committee Update

Denny Tovey noted there was nothing new to report. He indicated the Library Building Committee might be on the January 11th Board of Selectmen Meeting Agenda. He has written to First Selectwoman Gister asking what the next step is to move things along, but has not had a reply.

6. Policy for acknowledging gifts

The policy for acknowledging gifts was reviewed. Discussion on this subject started last month. It was noted this had been discussed several years ago as well. When The Friends became a 501C3, the Board felt most of the money should go to them because of the write off which is why the Board's Treasury went down and The Friend's went up. Chairman Schreiber reviewed The Friends budget

including donations, grants, income and expenses. There was a question as to whether or not Bob Gorman still pays for the New York Times.

Deedee Prisloe noted when a donation is made, the individual should be asked what they want it used for. It doesn't matter for the tax donation because they still get the tax write off.

Director Romano noted she checked with several other towns – Old Saybrook, Deep River and Westbrook to see how they handle this matter. Old Saybrook has a Friends. Westbrook Library doesn't have it's own checking account. They have two different funds through the town. Deep River has all their accounts run through the Town's EIN and they get audited.

It was noted Cary Hull acknowledges gifts of \$500 or more and another Friends individual acknowledges \$500 or less. Director Romano also writes notes. The question is should a Board member write something as well. Sandy Senior-Dauer asked if it was Stephanie's job to write notes when the donations are to the Board. Chairman Schreiber noted if it wasn't designated, it was sent off to The Friends. The question now becomes should these donations go to the Library or to The Friends. Peggy Carter-Ward noted part of the issue is they can get a tax deduction. Senior-Dauer noted she will contact First Selectwoman Gister and ask about the tax deduction question. It was agreed Director Romano will continue acknowledging donations in the meantime.

Chairman Schreiber noted she has a copy of The Friends budget if anyone wishes to review it.

7. Concert Membership \$600.00 for Inter-Library Loan Service

It was noted the State still hasn't decided on this issue. Other towns are waiting as well to see what happens. If other towns are waiting, Chester should wait as well.

8. Election of Officers

Motion by Prisloe, second by Carter-Ward, to nominate Terry Schreiber as Chairman. There being no further nominations, motion was unanimously approved.

Motion by Schreiber, second by Carter-Ward, to nominate Sandy Senior-Dauer as Vice Chairman. There being no further nominations, motion was unanimously approved.

Motion by Schreiber, second by Carter-Ward, to nominate Deedee Prisloe as Treasurer. There being no further nominations, motion was unanimously approved.

Motion by Schreiber, second by Senior-Dauer, to nominate Karin Badger as Corresponding Secretary. There being no further nominations, motion was unanimously approved.

9. Audience of Citizens – none.

10. Other

Chairman Schreiber noted she and Director Romano discussed the Policy Manual and decided to hold off until January. Chairman Schreiber noted she will not be at the January meeting due to upcoming surgery.

Peggy Carter-Ward noted she was looking at the responses to the Board of Finance questions. Question 5 asked about patron usage. She wondered if things like “OverDrive” should be included in the numbers. One can borrow electronic books, audio books, stream or download to one's computer. Maybe the Library should be promoting this more. Director Romano noted she does keep usage numbers for these types of things. Carter-Ward felt these should be included as well as maybe some other virtual resources.

11. Librarian's Report

Director Stephanie Romano reported on the following -

- Pop Up Program
- Teen Program will be evaluating juvenile books to see if they should be kept or discarded.
- Teen Program also helping the Montessori School for the MLK Celebration. Sandy Senior-Dauer noted Judge Constance Motley had lived in Chester for

40 years. Sandy noted her connection to MLK was amazing and suggested it become part of this program.

- Anne Nord and Director Romano are reviewing the Story Time Program to see if there is a better time to hold it. Registrations were down in Chester.

12. The Friends Report

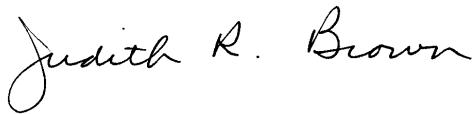
Chairman Schreiber noted Cary Hull could not attend due to car troubles. There was no report.

13. Adjournment

Motion by Carter-Ward, second by Prisløe, to adjourn at 8:10 PM.

Unanimously Approved.

Respectfully submitted,

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

Judith R. Brown, Recording Secretary