

Chester Library Board of Trustees
Regular Meeting, June 20, 2016
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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, June 20, 2016, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance and seated were Terry Schreiber, Sandy Senior-Dauer, Deedee Prisloe, Karin Badger. Others present included Linda Fox (Library Director), Stephanie Romano (new Library Director), Cary Hull, Pat Holloway and Bob Gorman. Chairman Schreiber called the meeting to order at 7:30 PM.

2. Welcome – Stephanie Romano, new librarian

Chairman Schreiber introduced and welcomed Stephanie Romano as the new Librarian.

3. Secretary's Report

Motion by Prisloe, second by Senior-Dauer, to approve April 18, 2016 Minutes as written. Unanimously Approved.

Motion by Prisloe, second by Senior-Dauer, to approve May 16, 2016 Minutes as written. Unanimously Approved.

Motion by Prisloe, second by Senior-Dauer, to approve May 3, 9, and 12, 2016 Special Meeting Minutes as written. Unanimously Approved.

4. Treasurer's Report

The Treasurer's Report for June 20, 2016 was distributed and reviewed. It was noted \$800 had been received as donations in memory of Gloria Eustis. A bequest from the Spencer Family Trust in the amount of \$947.28 was also received. Discussion was held on how to use the donations for Gloria Eustis. **Motion by Prisloe, second by Senior-Dauer, to earmark Memorial Donations for Gloria Eustis for a reading garden in the new library or existing library in a way that combines her love of gardening and the library. Unanimously Approved.** It was also noted money had been earmarked years ago when Gloria retired to plant 2 trees. Director Fox noted it would be nice to have these trees planted before the Memorial Service scheduled for August 20th. The Town Crew will help with the planting. A plaque was also obtained from Grove Gardens which will be placed on the ground.

6. Fund Raising

Pat Holloway noted she and Cary Hull are co-chairs of publicity and fund raising for the new Library. A packet of materials is being put together including the needs that a new library would meet for the community, an executive summary, a project outline with North Quarter Park and the Library, possibilities of doing a phased project and a project budget. The budget would cover both income and expenses for the library building, utilities, parking in the Park and upgrades to the Park itself and the T-Ball field. Illustrations from the Library Building Committee, both outside and inside, would also be included. Pat Holloway noted the Board

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should put together a presentation to the Town after presenting to the Boards of Selectmen and Finance. There will also be a public hearing. The packet will be useful in many different ways. It will be shown to the Library Board before it is used for publicity or fund raising. The packet will be kept to 5 or 6 pages with the illustrations.

Pat Holloway noted the Library Building Committee has determined this needs to be done as a total project and not just the library itself.

Pat Holloway noted they will be meeting with people and businesses who have been identified as possible large fund givers. This should be thought of as a multi-year type of thing. It will be well beyond 3 years before the building is started.

Holloway also noted one bonus is that no one in Chester has ever given to building a library before. This is a one time thing. The meeting room will be important to people as it could be used for several different things. The Library/Park will meet several different needs in the area. The Estuary does outreach to all communities except Chester.

The Friends and others will be asked to help out in various ways.

Chairman Schreiber asked if a professional fund raiser would be needed. Holloway noted the Board has talked about using the Middlesex Foundation for accounting and bookkeeping. A decision on a professional fund raiser could be made later. The LBC has decided the referendum will not happen in November. It needs to be a time when a lot of people can come. The Board of Selectmen will set the time for a referendum.

5. Building Committee Update

7. Discussion – town presentation of new library plans

8. Discussion – finance presentation

Chairman Schreiber noted the LBC will meet with the BOS/BOF in July to give them an update. Bob Gorman noted the architect will submit design pictures and 2 estimates. The entire Park including drainage and parking is \$8 million. The Library alone is \$5 million.

Bob Gorman noted previously the Library Board took charge of the presentation. Perhaps Peggy Carter-Ward would be willing to do the front end of the presentation (introduction and overview of why we are doing this project). The architect will do the formal presentation and the landscape architect will present what the Park would look like. That presentation is on July 21st.

There was a brief discussion about going after a Department of Agriculture loan. There had also been discussion about stepping the project into phases.

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Chairman Schreiber noted they are getting a second cost estimate and the first one came in a little high. She reiterated the word has to be put out there that this is an entire project.

9. New Business – none.

10. Librarian's Report

The Monthly Statistical Report was distributed and reviewed. There were 10 programs this month with 123 in attendance. 100 new items have been added to the collections. Director Fox noted this was a fun and busy month. Next month should be the same.

Sign ups are coming in for the Kids Reading Program. Zentangle Jewels Program this Thursday. July 1st will be the 4th summer of Adult Summer Reading Program with assistance from The Friends. The them will be “exercise your mind and read.” Food for Fines will be done again in August.

Director Fox thanked the Library Board members for the privilege of being Chester's Library Director. She has had a lot of fun. Fox noted Stephanie Romano was a great choice for the new Director. Stephanie Romano noted she was very excited to be here.

There was a brief discussion regarding the card catalog that still has cards in it from 2007. Linda Fox thought perhaps it might be something for the Historical Society.

11. The Friends Report

Cary Hull noted there will be a reception on Thursday, July 7th, from 5:30 to 7:30 PM in honor of Linda Fox and Stephanie Romano. Donations of cookies would be helpful. Everyone should spread the word and come out.

Cary Hull noted the Library was at the Sunday Market yesterday and sold some books.

Cary Hull reviewed their budget for the period July 1st to June 30th. She noted it does not include newspaper subscriptions. The Town is now doing that. Money is needed for other things. She reviewed various budget items.

Cary Hull noted there will be a raffle. The Kids Saturday Knitting Program gave an afghan to the Library. There will be 3 concurrent raffles – 1) kids afghan, 2) wooden salad bowl or cutting board, 3. piece of art. The Kids Afghan is on display in the Library. There will be 500 tickets for each raffle.

Cary Hull noted they are eligible to submit a grant application for the Community Foundation again. They can do 3 consecutive years. The application date is around September 15th and a decision will be known in December.

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It was again noted the newspaper subscriptions are now paid for by the Town. The movies and netflix are by The Friends. The book sales are run by The Friends and that money goes to the DVD programs and museum passes.

Linda Fox noted the State grant buys the magazines for the Library. She has received notification that the State has eliminated that State Aid Grant.

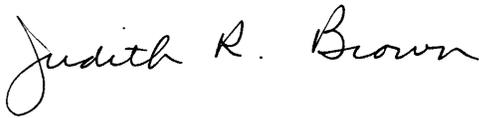
The Gwen Orten-Jones Trust will be discussed at the September meeting.

There was a brief discussion regarding the Board's money, where it comes from and how it is spent.

12. Adjournment

Motion by Senior-Dauer, second by Prisloe, to adjourn at 9:00 PM. Unanimously Approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judith R. Brown". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Judith R. Brown, Recording Secretary