

**Chester Library Board of Trustees**  
**Regular Meeting, March 21, 2016**  
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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, March 21, 2016 at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Deedee Prisloe, Peggy Carter-Ward, Denny Tovey and Karin Badger. Library Director Linda Fox and The Friends Cary Hull 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 February 22, 2016 Minutes amended as follows -**

- **Under Secretary's Report, delete 3<sup>rd</sup> sentence and change 4<sup>th</sup> sentence to read, “Chairman Schreiber noted that information was Library Building Committee Minutes and this was Library Board of Trustees.”**
- **Under Secretary's Report, 6<sup>th</sup> sentence should read, “Karin Badger noted she asked what happened to the old plans to reconfigure the existing library and should...”.**
- **Under Librarian's Resignation, 2<sup>nd</sup> paragraph, second last sentence should read, “Peggy Carter-Ward will amend the job description as discussion continues.”**

**Unanimously Approved.**

3. Treasurer's Report

Treasurer Prisloe distributed and reviewed the Treasurer's Report for March 21, 2016. **Motion by Carter-Ward, second by Tovey, to accept Treasurer's Report for March 21, 2016 as presented. Unanimously Approved.**

4. Applications Update

It was noted 2 applications had been received from out of state. There was discussion as to where the ads were placed. The deadline was April 15<sup>th</sup>. Karin Badger suggested contacting other libraries to see if they had any people who applied but weren't chosen.

5. Building Committee Update

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Denny Tovey gave an update on the Library Building Committee. He noted they were narrowing in on a floor plan which has been met with a lot of favorable comments. The square footage has been reduced to just below 8000 square feet. Linda Fox will be reviewing the interior design with the architects. The location of the circulation desk and Director's office was reviewed. The idea is for a more traditional New England look having the center core a modern looking building with wings. The architects received a lot of comments and things have been very positive and receptive. The next meeting will be April 6<sup>th</sup>. They will start to think about other aspects of the design to put together a cost estimate. Drainage was discussed. There is a new member on the Committee from Park & Rec working on the playground. It is anticipated to have public meetings in September and October with a referendum in November.

**6. New Desks**

Director Fox noted the new desks were donated by Leslie Strauss and look great. Thanks to Steve and Karen Bradley from Pondsides Kitchens for doing the computer table which was paid for by an anonymous donor. Thanks also to Cary Hull who wrote the Grant that funded the computers and all of the Town Crew who removed the old stuff and brought in the new. It was also noted there may need to be a window blind for cutting down the glare on the computers.

**7. Budget Workshops**

Director Fox noted the Library is scheduled for this Wednesday evening. She has heard nothing about who should be there or whether a presentation is needed.

**8. New Business**

It was noted the CT Public Library Trustee Handbook was received. The checklist prepared by Mary Engels for hiring a Library Director was distributed. Peggy Carter-Ward had prepared a list of interview questions which were briefly reviewed. It was noted there should be a very small introduction first. Chairman Schreiber will talk to First Selectwoman Gister about a range of salary (32 hours is full time) and listing of benefits.

Possible interview dates were discussed – April 27<sup>th</sup> and May 3<sup>rd</sup>.

**9. Librarian's Report**

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Director Fox distributed and reviewed the Monthly Statistical Report. She reviewed various programs. The Take Your Child to the Library Day was a wonderful event. Saturday programs include Family Crafts (snow globes, eggcellent eggs). Kids are doing a knitting program on Saturday mornings where they knit squares which will all be put together into a blanket and donated. There is also the Zentangles Program and Berouf on April 12<sup>th</sup>.

Director Fox noted she will be doing more circulation assistant interviews this week.

Karen Badger discussed touching up this building as the Library will still be here for awhile. It was noted a lot of books have been weeded out for the Book Sale. The Town Crew will be working on the outside of the building in the Spring.

Director Fox noted a check in the amount of \$2500 was received from the Spencer Family Trust. Some paperwork needs to be completed before cashing it. Fox also noted she spoke to Bob Gorman who had made a monetary donation for the desks which can now be used for something else. Mr. Gorman was fine with that. Fox noted the bookshelf can now be used in the office space but is a little too long. It really should be trimmed down to fit the space.

10. The Friends Report

Cary Hull noted there were 37 people at the Human Library Forum which was very successful. It was very positive and people said it should be done again. She also noted the Beer History Program was good. That was held in the Museum after the kids program. Most people took a tour of the Museum. The Plant Swap is May 14<sup>th</sup>.

11. Adjournment

**Motion by Prisloe, second by Tovey, to adjourn at 9:20 PM. Unanimously Approved.**

Respectfully submitted,



Judith R. Brown, Recording Secretary