

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

The Chester Library Board of Trustees held its regular meeting on Monday, November 21, 2016, at the Chester Public Library, 21 W. Main Street, Chester, CT. In attendance were Terry Schreiber, Sandy Senior-Dauer, Deedee Prisloe, Peggy Carter-Ward, Dennis Tovey and Karin Badger. Stephanie Romano, Library Director, was also present. Chairman Schreiber called the meeting to order at 7:30 PM.

2. Secretary's Report

Motion by Senior-Dauer, second by Carter-Ward, to approve October 17, 2016 Minutes amended as follows -

- **Under 1., correct spelling of “Virinia” to “Virginia”.**
- **Under 4., 2nd paragraph, 6th sentence, delete “and the Library Board of Trustees.”**
- **Under 4., 6th paragraph, 1st sentence, change “Reference Librarian of Congress” to “Research Librarian for the Library of Congress.”**
- **Under 4., 7th paragraph, add the following sentence, “It was given to the Librarians for their personal use.”**
- **Under 4., 8th paragraph, 8th sentence, correct “employees” to “employee.”**
- **Under 4., 9th paragraph, 2nd sentence, correct “canot” to “cannot.” and in 1st sentence, correct “thorough” to “thorough”.**
- **Under 4., 11th paragraph, add, “Chairman Schreiber noted some Board of Trustee members...”.**
- **Under 4., 12th paragraph, correct “libel” to “liable”.**
- **Under 6., 1st sentence, correct “Natuare” to “Nature.”**
- **Under 4., 1st paragraph, add new wording after 2nd sentence, “Karin Badger said she did not know about the existence of this Trust. Bob Gorman, past Library Board member said he didn't either. Sandy Senior-Dauer noted that it was not just new members, she has been on the Board since 2000, and also knew no details of this Trust.”**
- **Under 4., 4th paragraph, add new language after 5th sentence, “Karin Badger said it states on the 990 IRS forms that “All distributions are reported to the Library Board of Trustees.””**

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- **Under 4., 11th paragraph, add new language at end, “Karin Badger thinks the LBT should definitely have input into the distribution. The Trust is FBO the Chester Public Library, and it is the responsibility of the LBT to oversee the finances.”**

Unanimously Approved.

3. Treasurer's Report

Treasurer Prisløe reviewed Starting and Ending Balances, Debits and Credits. There were two donations – one for \$660.00 for the Elsie Tarpill Memorial and one for \$250.00 for Kathleen Archambault. It was noted Memorial Contributions should be kept separate. **Motion by Carter-Ward, second by Senior-Dauer, to accept Treasurer's Report as presented. Unanimously Approved.**

4. Gwen Orton-Jones Trust Update

Chairman Schreiber noted she spoke with First Selectwoman Gister and Anna Sweeney who advised this has been sent to an attorney who deals with trusts, ethics and municipal funds. We should hear back from them in a couple of weeks and have more information at the December meeting. They are working with First Selectwoman Gister and the Town to change the method of paying out the income. It is anticipated there will be a restricted account. The funds would be put into an account that would be disbursed by the Board of Finance accounting as the Trustee advises. It would go through the Town.

Sandy Senior-Dauer noted she had a letter from the Library of Congress praising Gwen Orton Jones for her outstanding work there. It should probably be given to the Historical Society for their archives.

5. Building Committee Update

Denny Tovey noted there was nothing to report, there have been no meetings. There was a brief discussion regarding a recent article in the Valley Courier. Peggy Carter-Ward noted she wanted to reply to it as she felt it was negative. Denny Tovey asked whether the LBOT should try to get a meeting with the Board of Selectmen. He noted the Board of Finance is waiting for the Master Plan. It was decided Denny Tovey will reach out to First Selectwoman Gister and ask to be put on the BOS Agenda from both the Library Board of Trustees and the Library

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Building Committee. There was a brief discussion about extending the State Grant.

6. Fund Raising – nothing further to report.

7. Meeting Dates for 2017

Meeting dates for 2017 were agreed upon.

8. Policy for acknowledging gifts

It was noted some monies go through The Friends as a 501C3. There was discussion about monies coming to the Board and should these go through the Town. It was also asked if donations should go through The Friends and should a formal receipt be provided. Director Romano will ask a couple of other Librarians how they handle the acknowledgement of gifts. This should be an item on the next agenda.

9. Questions and Concerns from Board of Finance

Attached are questions from the Board of Finance and responses from the Library Director.

10. Audience of Citizens – none.

11. Other – none.

12. Librarian's Report

Director Stephanie Romano reported on the following -

- Haunted Halloween was a lot of fun, there was 130 people, the teen advisory group decorated.
- Movie night was great, there will be two more coming up – March will be The Graduate and April will be Some Like It Hot.
- Kids Events for December were reviewed. There will be stockings and ornaments at Maple & Main. The teen advisory group will be back.
- The budget will be submitted a little earlier this year because Jenny will be on maturity leave. The only increase will be the internet service. It was suggested putting in an extra \$600 for membership with Concert for the inter-library loan service because the State has canceled this service.

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13. The Friends Report

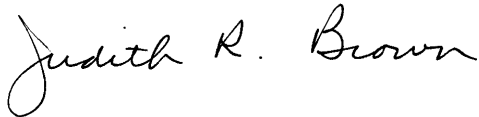
Director Romano reported on the following from Cary Hull -

- Holiday Book Sale December 1st and 2nd.
- Holiday Market downtown will need donations of books and games.
- Next regular Book Sale is late January.

14. Adjournment

Motion by Carter-Ward, second by Prisloe, to adjourn at 8:30 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

attachment – Library Follow Up on BOF Questions