

1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, October 19, 2015, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Deedee Prisloe, Peggy Carter-Ward, Denny Tovey and Bob Gorman. Also present were Linda Fox (Library Director), Cary Hull (The Friends) and Pat Holloway. Chairman Schreiber called the meeting to order at 7:32 PM.

2. Secretary's Report

Motion by Prisloe, second by Tovey, to approve September 14, 2015 Minutes amended as follows - 7th paragraph, page 1, correct the spelling of the word "discussion." Unanimously Approved.

3. Treasurer's Report

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

5. Fund Raising Update

Pat Holloway noted the Fund Raising Committee has been doing some publicity. Questions have been raised by the public at some of their planning meetings. The lines of communication need to be kept open to the townspeople. One person had quite a lengthy list of questions and had taken a poll around town about what people knew about this project. The Committee will continue to work with that individual.

Pat Holloway also noted there would be a notebook at the Library and Town Hall of Building Committee Minutes and any information given out at those meetings. She suggested having a policy about people making copies of these things. The notebook would contain information just from the Library Building Committee. There was also a suggestion to include executive summaries. Perhaps Drayton Fair could do a summary of the drawings. Pat Holloway noted there should be a general overview. The Minutes should be up front and then the drawings, etc.

Chairman Schreiber noted she heard comments that there should be something in the notebook about the history. That should probably be right up front. Bob Gorman also noted the concept chosen should be shown to the people.

Chairman Schreiber noted there should be a couple of open forums for people to ask questions. Pat Holloway suggested holding an

informational meeting in the Spring.

Linda Fox suggested doing a blog online to answer some of these questions. She also noted the Library Building Committee and the Library Board of Trustees need to identify how they are going to communicate with the Town. Peggy Carter-Ward suggested a weekly email with a link to further information on the Library page. Denny Tovey noted this should be strictly the Library Board of Trustees entirely, not the Library Building Committee. The frequently asked questions could be listed on the Library's website page and also go out in the Selectmen's weekly email blast.

It was noted Pat Holloway and Linda Fox will be setting up a meeting to talk to Susan Wright and Felise Cressman.

Pat Holloway noted there was conversation at the last meeting about fund raising and a decision that it shouldn't occur until after the referendum. Linda Fox noted that was just a comment. Holloway noted the Board should have an idea of how much it wants to fund raise.

Denny Tovey noted the schematic design should be done in February. A referendum could be held in May and in between there could be as many public informational meetings as needed. Linda Fox questioned whether that timeline would be doable.

Pat Holloway noted there should be a publicity page, name, photo and statement as to how this is good for Chester.

Chairman Schreiber thanked Pat Holloway for attending this meeting and reviewing the status of Fund Raising.

4. Building Committee Update

Denny Tovey noted at the last meeting of October 7th, Drayton Fair did a presentation about the shape of the building. There were a lot of community questions. Another meeting was held on October 14th, at which time it was decided to develop a focus group of design people (Chuck Mueller, Steven Tiezzi, Pat Holloway and possibly Linda Fox). These individuals will talk to Drayton Fair directly about certain aspects of the design. Tovey noted he will talk with the focus group after that meeting to determine how best to run the November 4th LBC meeting.

Denny Tovey reviewed two invoices from Drayton Fair. He indicated

there was a 3rd one out there but he hadn't seen it yet. Tovey noted the scope of the work hasn't changed. It just took a long time to make a decision.

Tovey noted the next LBC meeting is on November 4th and hopefully the focus group will have made some good strides. There needs to be more discussion about the entrance.

Bob Gorman suggested telling Drayton Fair to stop spending money until we are farther along. The focus group needs to tell him what we want to do with this money. Denny Tovey noted he would speak to First Selectman Meehan about this. He also noted we don't want to have to go back and ask for more money.

Chairman Schreiber noted there was a vacancy and the LBC has recommended to the Selectmen that Cary Hull fill that position.

6. Correspondence from State Libraries - no discussion.

7. Librarian's Report

8. The Friends Report

Cary Hull noted the bike rack is in purchased with funds from last year's raffle. This year's raffle netted \$1600+/- . There is no plan for that money at this time.

Cary Hull noted the Holiday Book Sale is December 3rd.

Linda Fox, Library Director, reported on the following -

She thanked The Friends for the new bike rack. There have been positive comments, including the color.

She would email the Monthly Statistical Report as there was a problem with the printer.

She noted there were 46 6th graders here to learn about library resources and get library cards.

The Author of American Steam will be here to talk about his book.

There will be a Halloween Party downtown with a parade and tents for activity. The Library will be there to do Halloween bookmarks at no charge.

On Saturday, November 7th, there will be a Zentangle Program.

On Friday, November 13th, there will be a discussion at Town Hall about Black Bears in Connecticut.

Wednesday, November 11th is Veteran's Day, Town Offices are closed. Town Offices also closed on Thanksgiving and day after.

Interviews are being conducted for the Children's Librarian position.

9. Any Other Business

Linda Fox noted a letter was received from a California law firm that the Library has been named in someone's Will. It will be receiving a \$2500 bequest.

Linda Fox asked if anyone would like to attend the 2015 Trustee Leadership Conference on Friday, November 6th, at the University of Hartford. Cary Hull will attend.

10. Adjournment

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

Respectfully submitted,

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

Judith R. Brown, Recording Secretary