

Chester Library Board of Trustees
Regular Meeting, Monday, September 19, 2016

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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, September 19, 2016, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Sandy Senior-Dauer, Denny Tovey, and Karin Badger. Peggy Carter-Ward participated throughout the meeting by phone. Absent: Deedee Prisloe. Also present: Stephanie Romano (Library Director), Cary Hull (President of the Friend's) and Richard Nygard from the Board of Finance. Chairwoman Terry Schreiber called the meeting to order at 7:35 pm. Karin Badger was asked by the Chair at this time to take the minutes, due to the absence of the Recording Secretary, Judy Brown and a recording device.

2. Secretary's Report

Approval of Minutes from August 15, 2016 Meeting: page 4, 2nd paragraph: Karin Badger had written to the Board to have her statement added, "As elected Trustees, we are responsible to the Public." after "town residents." She also wrote that the sentence "Dee Dee Prisloe noted that was not true" was misleading, as the 990 IRS public documents of the Gwendolen-Orton Jones Trust list that the yearly grants went to supplement/support library pay. There was discussion of the term "salary bonuses" and what is the definition of a gift. Karin Badger noted that 1099s were issued. Denny Tovey said that he was a trustee of a fund and a 1099 was a statement of income. It was decided that the sentence "It turns out it went to *salary bonuses*" should be changed to *financial disbursements to the library employees*. Minutes approved as amended, with Denny Tovey abstaining.

3. Treasurer's Report

(\$?) additional funds received for the Gloria Eustis Memorial Fund, totaling (\$?)
\$18,559. balance in combined Saving and Checking Essex Savings Bank accounts. No payments made.
Treasurer's report accepted with Peggy Carter-Ward abstaining.

4. Building Committee Update

Denny Tovey, Building Committee Chair, stated that the cost estimates are in, to resolve the project budget, the Board of Finance needs detailed estimates of the operating costs of the new building. They want to know the total impact this will have on the town budget.

A. Book Purchases: 2015-2016 budget is \$15,750 Discussion ensued: would that increase for a larger library? Denny Tovey suggested doubling the current budget as an estimate. Cary Hull said no, that would be too much. Peggy Carter-Ward and Terry Schreiber estimated there would not be any more shelf space. Karin Badger suggested looking at other libraries with the same square footage to see what their book purchase budgets were. An estimate of \$20,000 was put forth, \$15,000 for adults, and \$5,000 for children.

B. Data Processing: Auto graphics (Verso) yearly subscription cost has increased to \$3,700. Discussion of would that stay the same? Do not expect an increase. If there were more computers, would it more for wi-fi? Possible additional \$1,100 will be needed.

C. Supplies: \$700. current budget. Estimated increase to \$1,000. More users, more copy paper and various office supplies. Revenue from overdue books and cost of copies goes to the town. Other potential costs: outside cleaning service.

D. Utilities: Now heat and electric is \$6,000. Electric, water costs will increase. Two Fire Hydrants will need to be added. Will any costs be shared by Park & Rec? Denny Tovey suggested using the Architect's estimate for operating costs. He mentioned that about \$1.70 per square foot would be about \$15,000 for electric and heat. An estimate increase of about \$9-10,000 to the town budget was suggested.

E. Equipment Maintenance: Now \$1,048. Suggested estimate increase to \$1,300.

F. Staffing and Hours: Discussion of would this increase; at some point the expectation is that it will, but expect to start off in a new building with the same staff and hours. Stephanie Romano, the Library Director was asked about this. She felt that a full time children's librarian (now 2 days a week) and a part-time teen librarian will be needed in the future. Now there are 2 staff members in the library at all times. Cary Hull explained that some hours need to be paid for hours not open/not at the Library. The Director also has an office at Town Hall. Rick Nygard from the Board of Finance said that the BOF has staffing concerns and asked "to just be realistic" as to what it is going to cost.

G. Other costs to be determined: Town insurance for an additional building. Employee benefits.

5. Fund-raising

Pat Holloway has completed a draft document for fund-raising, titled *A Gateway to Nature, Learning and Fun: Chester Library in North Quarter Park*. She had asked for comments. One correction was noted, that it was the Board of Selectmen, not the Library Board, who redirected the renovation plans on the current library to a new building project in North Quarter Park. Cary Hull and Pat are co-chairs working on fund-raising for a new library with an estimated budget goal of \$500,000. An approval of the project from the BOS and BOF is needed to proceed. Then a date for a referendum can be scheduled. There was discussion of the grant, (now to November 2017) and if it can be extended. Terry Schreiber said it cannot be taken away.

6. Trustee Handbook

Members were asked to review the ACLB Public Library Trustee Handbook prior to this meeting. Stephanie Romano asked if we had a Library Policy, Terry Schrieber said there is a written policy, Peggy Carter-Ward asked where it was. She knew of a policy on dogs, but is there one for internet use? Discussion of meeting minutes, time-frame for posting and how they should be handled, should a draft be subject to approval first?

7. Other: discussion of GOJ Trust

Financial Trustee Anna Sweeney is to explain it at the Oct. 17, 2016 meeting. Karin Badger asked how this arrangement benefited the Library, its patrons and the public. She asked why did not everyone on the board know about it, and in all these years, why were there no questions asked about the financial distributions? She cited the NCCS web site, which lists all public charities.

8. Librarian's Report

Stephanie Romano went over how Chester's circulation compares to Killingworth library, stating that it was close. She has started a Teen Advisory Group and has an October 29 Book Discussion planned. The Children's Librarian is planning a Fall Story Time and Halloween events. They are also starting "Cupcake Wars" programs for teens.

9. Friend's Report

Cary Hull said the Friends have applied for a \$3,200 grant to buy an Early Literacy Station. They realized a \$650 profit from book sales at the Fair, the raffle was still going on, and they were selling books at the Sunday Market on Sept. 25. They were also having a Friends table at the Come Home to Chester Night, October 7. She was going to ask if Aaron Manor could donate cookies and cider.

10. Adjournment

Meeting was adjourned at 9:05 pm. Unanimously Approved. Next meeting is Monday, October 17, 2016.