

1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, December 18, 2017, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Peggy Carter-Ward, Karin Badger, Denny Tovey, Elizabeth Taylor and Sandy Senior-Dauer (arrived at 7:35 PM). Library Director Stephanie Romano was also present. Chairman Schreiber called the meeting to order at 7:32 PM.

2. Secretary's Report

Motion by Senior-Dauer, second by Tovey, to approve November 20, 2017 Minutes amended as follows -

- **Under 7. Update on Conference attended by Sandy Senior-Dauer, delete the word “probably” in last sentence so it reads, “It is in The Friends Budget.”**
- **Under 8. Welcoming new members, change last sentence to read, “The Trustees presented books to the Library on the National Parks in honor of Deedee Prisloe's service to the Trustees.”**
- **Under 9. December 4th Boards and Commissions meeting for strategic planning, change 3rd paragraph to read, “Chairman Schreiber noted Peggy Carter-Ward wants to continue to pursue the future of the Library.”**
- **Under 9., 5th paragraph, replace 2nd sentence with “The Library Committee unanimously agrees any future library needs to be accessible to any member of the community and that improvement of services is necessary to move forward.”**

Unanimously Approved w/Carter-Ward abstaining.

3. Treasurer's Report

No report was available.

4. Set dates for 2018 Meeting Schedule

Meeting dates for 2018 were reviewed. It was decided to hold January and February meetings on the 4th Monday – January 22nd and February 26th. It was also agreed to change meeting time to 7:00 PM. **Motion by Senior-Dauer, second by Carter-Ward, to move meeting time to 7:00 PM. Unanimously Approved.**

5. Election of Officers

Motion by Tucker, second by Carter-Ward, to accept proposed slate of officers as follows – Terry Schreiber as Chairman, Sandy Senior-Dauer as Vice Chairman, Karin Badger as Secretary and Peggy Carter-Ward as Treasurer. Unanimously Approved.

6. Update on Plan of Development

Chairman Schreiber noted she, Denny Tovey and Karin Badger attended the POCD meeting on December 4th. Denny Tovey noted the Town has hired Milone and MacBroom to help with the 10 year update of the POCD. This meeting was an introduction of all the boards in Town brainstorming ideas on what the Town wants in the next 10 years, what's important to the Town, what's bad, etc. Attendees were broken into different groups and talked about developing Route 154, developing the waterfront, sidewalks down to the waterfront and the library. First Selectwoman Gister indicated the Town is required by State Statute to submit this 10 year plan and do it this way rather than just rubber stamp the old one. Karin Badger noted the presentation would be tailored to this Town and not be a template. There is another meeting on January 9th and a public meeting some time in February. Suggested meeting times were either 6:30 some evening or 10:00 AM on a Saturday. The meeting would cover everything in order to get as much public input as possible. Chairman Schreiber suggested 2 meetings – one at night and one on a Saturday morning. It was noted 280 people had already done the survey. Anyone who hasn't taken the survey should be reminded to do so. A reminder should be put on the townwide email and Director Romano will also include it on the Facebook page. They will also ask Cary Hull to send a reminder out to The Friend's email list.

7. Audience of Citizens – none.

8. Other

A lovely note was received from Deedee Prisloe thanking the Board for everything.

Chairman Schreiber noted the Board needs to get together to do the Director's Evaluation. It should be done in Executive Session either at the January or February meeting.

9. Librarian's Report

Director Stephanie Romano reported on the following -

Starting to make some small changes upstairs.

- Computer paid for by The Friends came in. Old computer went to the back desk.
- Copier and magazines have been moved.
- Ordered new table and chairs for upstairs, also new utility cart to replace old bookcase.
- Anne Nord has asked that we try to get her replacement. Looking for a new Children's Librarian.
- CT Paranormal to be held on January 20th.

Request for funds from the Gwen Orton Jones Trust was reviewed – cordless telephone to replace wall unit, replace table and chairs downstairs (stackable chairs), convert upstairs closet to small kitchenette, barcode scanner for computer. There was discussion as to whether tables should be collapsible. Tovey noted furniture should be movable. Carter-Ward noted tables need to be sturdy. Chairman Schreiber suggested waiting on the tables and chairs and do some research, but go ahead on everything else.

It was noted someone from Valley Regional will be coming around with their Play. The question was asked if we ever did any advertising for this. Chairman Schreiber replied no. It was suggested maybe they could do something with the children.

There was a brief discussion regarding replacing the Children's Librarian. It was suggested we think about doing an overlap of time of maybe a week before Anne Nord leaves. Motion by Senior-Dauer to allocate some funds from the Gwen Orton Jones Trust to cover a week's salary to work with Anne Nord before she leaves. She felt it was important to have Anne's input and expertise. As there was no second, the motion was withdrawn. Chairman Schreiber noted whoever is hired will be qualified to do the job.

Denny Tovey asked if hours are changing for the Library. Director Romano replied yes as of the first of the year – Tuesday-Friday 10 AM to 6 PM, Saturday 10 AM to 3 PM and Monday 10 AM to 8 PM.

10. The Friends Report

Karin Badger asked if the Board knows what the balances are of The Friends account. They should make us aware of the balances. This Board should request that information. Chairman Schreiber will mention the request to Cary Hull.

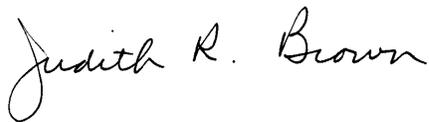
Sandy Senior-Dauer asked how the Book Sale went. Chairman Schreiber replied that it went very well. Director Romano noted the Winter Book Sale starts January 19th and they will start accepting books after the holiday.

11. Adjournment

Motion by Senior-Dauer, second by Tovey, to adjourn at 8:25 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