

1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, February 26, 2018, at the Chester Public Library, 21 W. Main Street, Chester, Connecticut. In attendance were Terry Schreiber, Peggy Carter-Ward, Dennis Tovey, Karin Badger and Elizabeth Tucker. Others present included Library Director Stephanie Romano and The Friend's President Cary Hull. Chairman Schreiber called the meeting to order at 7:00 PM.

2. Secretary's Report

Motion by Carter-Ward, second by Tucker, to approve December 18, 2017 Minutes correcting "Elizabeth Taylor" to "Elizabeth Tucker" and adding "Corresponding Secretary" after the name of Karin Badger under 5. Election of Officers. Unanimously Approved.

3. Treasurer's Report

Treasurer Carter-Ward distributed and reviewed balances in the Treasurer's Report for February 2018. There was a brief discussion on donations listed and how/when they might be used. Dennis Tovey noted the Memorial donations weren't targeted for anything and just remain there until it is decided what to do with them. Carter-Ward noted the Annual Renewal for the Association of Connecticut Library Boards was paid in March last year. Money can be moved from the Savings Account to pay for it. The amount is \$100 and it will cover all on the Board. They are asking for names and email addresses of all Board members. Treasurer Carter-Ward noted we need to be clear on what the purpose is for each account. She will transfer the funds and report it next month.

Director Romano noted with regard to items purchased from the Gwen Orton Jones Trust, she gives all receipts with the GOJT account number to First Selectwoman Gister who signs off on them and gives them to the Finance Dept. for payment.

Motion by Tovey, second by Tucker, to accept Treasurer's Report as presented. Unanimously Approved.

4. Update on replacing Anne Nord

Director Romano noted Trish Guccione replaced Anne Nord as Children's Librarian and started about 3 weeks ago. She has volunteered in the Essex Library. Has her Master's in Library Science. She has a lot of great new ideas. Last 3 Story Hours

were phenomenal. They have been working together to reinvent the space. There was discussion on having a teen space, getting a train table for the young and a portable camping sink downstairs for kids to wash their hands. They are researching a portable maker space and getting a portable cart that can be stored away. Chairman Schreiber suggested not serving food for the Story Hours. She also suggested these should be geared toward who comes and that people don't want to come if its only ½ hour. Chairman Schreiber noted Trish is very enthusiastic and gets along great with the children. There should be a few more stories and a longer time.

5. Update on Plan of Conservation & Development

It was noted there are 2 Public Informational Meetings coming up – March 1st at Camp Hazen and March 3rd at St. Joseph's Church. Denny Tovey noted he has been going to the meetings but there really isn't any update. There hasn't been any discussion yet on the survey results or what direction the Town wants to go. The bulk of the past meetings was to decide when to have the Public Informational meetings.

6. Discussion of Evaluation Form for Yearly Director Evaluations – this will be taken up under Executive Session at the end of the meeting.

7. Audience of Citizens – none.

8. Other

It was noted the Board's next meeting is the 3rd Monday in March. It was decided to ask First Selectwoman Gister to come to that meeting to discuss what is happening with the Library. Nothing has happened since the Board of Finance vote last year.

9. Librarian's Report

Director Stephanie Romano reported on the following -

- Michael Steffman, Circulation, majored in Library Science. He wants to learn the Library World. He's very personable and good with patrons.
- January Paranormal Program had 40 people.
- There's a makeshift kitchen now in the closet.
- Did not buy phone for upstairs because phones are being replaced in Town Hall and the Library. Looking for a faxing service.
- New Library hours have been very well accepted.
- Looking at going with Bibliomation. Pricing is based on size of collection. Reviewed pricing and budget amount. Can use the budget for most of it, but short \$2,996. It is more user friendly than Verso which renews in November.

30 libraries are currently using Bibliomation, including Deep River. Not sure if Killingworth has it. Advantages were reviewed – less annual fees, in a consortium, better interface. Karen Badger suggested using the Trust money for the difference and the next year submit the whole amount to the Town Budget.

- Book Chat is next month.

Motion by Tucker, second by Carter-Ward, to follow through with the migration to Bibliomation before November using the funds from Verso and the budget and using the Gwen Orton Jones Trust for whatever the Town doesn't pay. Unanimously Approved.

Director Romano reviewed the wish list of items from the Trust – tables, chairs, children's chairs, portable camping sink, carpet squares for kids, train table, dustbuster, rubbermaid containers for craft supplies, bistro table and chairs, CLA Conference in April, Bibliomation Migration Fee (difference). Following discussion of these items, it was decided to add another vacuum and remove the train table.

Motion by Schreiber, second by Carter-Ward, to approve request of Library Director out of the Gwen Orton Jones Trust with the changes as discussed. Unanimously Approved.

10. The Friends Report

President Cary Hull noted they made about \$1000 from the last Book sale and \$2650 on Book sales since July 1st. Hull also noted she has decided to step down as President of The Friends. Budgeting for the Children's Programs is \$1500. Trish Guccione has a lot of good ideas.

11. Executive Session – Personnel Evaluation

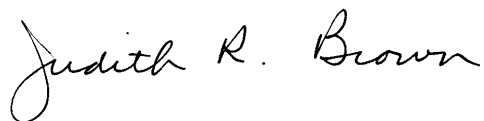
Motion by Carter-Ward, second by Tucker, to go into Executive Session at 8:10 PM to discuss Personnel Evaluation. Only members of the Board of Trustees were present. Unanimously Approved. The Board came out of Executive Session at 9:00 PM. No motions were made as a result of the Executive Session.

12. Adjournment

Motion by Carter-Ward, second by Tovey, to adjourn at 9:03 PM. Unanimously Approved.

Chester Library Board of Trustees
Regular Meeting, February 26, 2018
Page 4 of 4

Respectfully submitted,

A handwritten signature in black ink that reads "Judith R. Brown". The signature is written in a cursive style with a large initial 'J' and a distinct 'R'.

Judith R. Brown, Recording Secretary