

Chester Library Board of Trustees

Regular Meeting, May 20, 2019

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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, May 20, 2019, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Denny Tovey, Terry Schreiber, Peggy Carter-Ward, Karin Badger and Abbi Rice. Stephanie Romano, Library Director, was also present. Chairman Tovey called the meeting to order at 7:00 PM.

2. Secretary's Report

Motion by Carter-Ward, second by Schreiber, to approve April 15, 2019 Minutes as written. Unanimously Approved.

Motion by Carter-Ward, second by Schreiber, to approve Special Meeting Minutes of April 29, 2019 amended as follows –

Under 2. 4th paragraph, 1st sentence should read, "Chairman Tovey noted if we apply for the grant, the town would be signatory to the grant application." 4th and 5th sentences should read, "Tovey also noted the Town does not own the plans prepared by John Schroeder. The Town would have to pay Schroeder for the plans."

Unanimously Approved.

3. Treasurer's Report

Treasurer Carter-Ward reviewed expenses and balances in the Checking and Savings accounts. There was discussion as to whether some money should be put into a Certificate of Deposit. This will be reviewed in more detail.

4. Librarian's Report

Stephanie Romano, Library Director, reported on the following –

- Bathroom construction was reviewed.
- Hoopla is up and running. There is a link on the Library website.
- Looking into website designers supplied by Karin Badger. Meeting next week with Studio 10. Also reached out to Jan Good. Haven't gotten any prices yet. Karin Badger asked Director Romano what she didn't like about the Library website. She reviewed various items and felt the Library was lost.
- Internships were reviewed and things that an intern might do. One thing was to canvas other libraries to see what services they offer and how successful they are.
- Library Hotspots were reviewed. These would be for areas that don't have WiFi or people who travel. Perhaps we could start out with one to try it. Sprint offers it for \$22.00 per month. No action for now on the Hotspots.
- Various upcoming programs were noted.

5. The Friend's Report – no report.

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6. State Grant Discussion

Chairman Tovey noted he has not talked with First Selectwoman Gister yet. He indicated he did speak with the Deputy State Building Inspector who said we don't necessarily have to provide access to both levels as long as we provide the service to a handicap person which is pretty much what we do now. Putting in an elevator may not be necessary. ADA is a Federal law and they will not get involved until they get a complaint. Whatever we decide to do would have to be code compliant. There was discussion about possibly a new ramp on the side and extended bathroom, but some space would be lost. Karin Badger suggested talking to John Schroeder to see how much the plan would cost. Chairman Tovey will pursue talking to First Selectwoman Gister. The Notice of Intent has to be submitted by June 30th.

7. Budget Update

It was noted the Board of Finance took the Library request for additional hours out of the budget. Professional Development was also cut. Increases were approved in Supplies and the Book Budget.

8. New Business

There was discussion regarding the Long Range Plan. Carter-Ward suggested the Board agree on what the main goals are and the actions that would be needed. The Plan should be resent to the members for review and updating.

It was noted at the April 15th meeting, First Selectwoman Gister mentioned there should be a subcommittee to decide what to do with the Trust money. Subcommittee would consist of Peter Evankow, a Selectman, a Library Board member and Anna Sweeney. It had been agreed back in the Fall to take out \$5000. Chairman Tovey will follow up with First Selectwoman Gister relative to this matter.

Next meeting is June 17th. Chairman Tovey and Peggy Carter-Ward will not be present.

9. Audience of Citizens – none.

10. Adjournment

Motion by Carter-Ward, second by Schreiber, to adjourn at 7:45 PM. Unanimously Approved.

Respectfully submitted,



Judith R. Brown, Recording Secretary