

**Chester Library Board of Trustees**  
**Regular Meeting, January 13, 2020**  
**Page 1 of 3**

1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, January 13, 2020, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Sandy Senior-Dauer, Karin Badger, Peggy Carter-Ward, Abbi Rice, Jennifer Rice, Devon Chester and Library Director Stephanie Romano. The meeting was called to order at 7:00 PM by Sandy Senior-Dauer.

2. Secretary's Report for Nov. Meeting

**Motion by Carter-Ward, second by A. Rice, to approve November Minutes as written. Unanimously Approved.**

3. Treasurer's Report

The Monthly Treasurer's Report was distributed. Checking and Savings balances were reviewed. Sandy Senior-Dauer noted the Treasurer's Reports don't have to be approved unless it is about an audit.

4. Calendar for 2020

The 2020 Meeting Schedule was distributed.

5. Election of Officers

**Motion by Badger, second by Carter-Ward, to nominate Sandy Senior-Dauer as Chairman. There were no other nominations. Unanimously Approved.**

**Motion by Senior-Dauer, second by A. Rice, to nominate Karin Badger as Vice Chair. There were no other nominations. Unanimously Approved.**

**Motion by Senior-Dauer, second by J. Rice, to nominate Peggy Carter-Ward as Treasurer. There were no other nominations. Unanimously Approved.**

**Motion by A. Rice, second by Devon, to nominate J. Rice as Corresponding Secretary. There were no other nominations. Unanimously Approved.**

6. Handbook Discussion

The Connecticut Public Library Trustee Handbook had been distributed. Karin Badger briefly reviewed the Handbook noting what the Trustees are responsible for. Sandy Senior-Dauer noted the Library Board is an advisory board. There was discussion regarding By-Laws. Senior-Dauer suggested appointing a By-Law Committee to look into it. It was also noted the Board should compile a summary of its accomplishments over the years and its relationships with other boards and commissions and other towns.

7. Policy Manual

Director Romano is working on putting together a Policy Manual specifically for the Library.

8. Book Sale for January/Friends Report

**Chester Library Board of Trustees**  
**Regular Meeting, January 13, 2020**  
**Page 2 of 3**

It was noted the Book Sale starts on Friday. Collections start today thru Friday. Books will be delivered to the Church.

There was discussion regarding The Friends and how the library depends on them. Cary Hull has resigned as President. Maybe the Board should talk about revitalizing The Friends. There should be some kind of structure and focus. The Board should send thank you notes to the volunteers that do the book sales.

**9. Other New Business**

Jen Rice suggested establishing a wish list for the library. Jen, Abbi and Devon will work with Director Romano on putting together a list. Perhaps we should put something on Facebook and in the weekly email that the Library is establishing a wish list.

There was discussion regarding establishing a new Library Website separate from the Town. It was suggested Studio 10 could work with Peter and Jan Good on the website. **Motion by Senior-Dauer, second by Badger, to spend up to \$2,500 to build a new library website, funds to come from the Library Bank Account. Unanimously Approved.**

**10. Librarian's Report/recommendations**

There was discussion on various things that could be done to the Library downstairs. Director Romano has talked with a builder on the following -

- Sheet rock and side the walls, windows and stone would have to be addressed.
- Water Heater.
- Thoroseal the walls is the best way to go.
- Tile floor would have to be carpet.
- Got quote for upstairs bathroom \$4,500. Vanity would have to be custom made.
- Discussion regarding circulation desk.

Director Romano reviewed upcoming programs – Arduino Coding for ages 8+ and maybe a Yoga Program for kids.

**11. Old Business**

It was noted libraries are required to have a long range plan. Our last one was from 2014 to 2019 so we need to do another 5 year plan. The Board should agree on the vision statement and the goals. We had the following 8 goals –

1. Make library accessible to all members of the community – we have been working on this for 15 years. There is a large percentage of the town that can't use this library because it is not accessible to everyone.
2. Improve technology services.
3. Hours and staffing – make sure staffing is appropriate, we should 2 people in the library at all times.
4. Programming.
5. Realign resources to meet the interest and needs of the community.
6. Place to gather and bring people together.

**Chester Library Board of Trustees  
Regular Meeting, January 13, 2020  
Page 3 of 3**

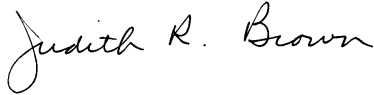
7. Fundraising.
8. Communications and Outreach.

12. Audience of Citizens – none.

13. Adjournment

**Motion by Carter-Ward, second by A. Rice, to adjourn at 8:20 PM. Unanimously  
Approved.**

Respectfully submitted,

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

Judith R. Brown, Recording Secretary