

Chester Library Board of Trustees

Meeting Minutes: March 2, 2020

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1. Call to Order

The Chester Library Board of Trustees held its regular meeting on Monday, March 2, 2020, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Sandy Senior-Dauer, Karin Badger, Abbi Rice, Jennifer Rice, Devin Chester and Stephanie Romano, Library Director. No audience of citizens present. Meeting was called to order at 7:10 pm by Sandy. Karin was asked by the Chair/volunteered to take the minutes, due to the absence of a Recording Secretary or a recording device. Jennifer offered to try taking minutes going forward, rotating members to take minutes was also discussed.

2. Secretary's Report

Motion by Sandy, second by Devin, abstention by Karin, to accept the January 13, 2020 minutes as written.

3. Treasurer's Report

Peggy Cater Ward had emailed the Treasurer's Report on Feb 27, covering bank statements for Dec 2019 and Jan 2020. Suggestion was made to move some funds into CD's or other better interest-bearing accounts.

4. Librarian's Report

Stephanie Romano stated that she had submitted the Library budget to the town and for the most part the Board of Finance was fine with it.

She is obtaining a quote for the downstairs shelving from Demco, and getting flooring for downstairs from Johnson Flooring, just needs to pick out the style, then will have a final quote. She has checked with the Town regarding obtaining bids, which are not needed up to 10K per project. Karin has contacted Rick Hosley to look at removing the protruding stone in the basement floor. He is coming in next week.

Stephanie noted there was push back regarding replacing the circulation desk, so may want to stay with the original one. She is looking to upgrade the desk with two new work stations so they would be up front, a locked cashbox, drawers, and overall a better use of space. She is pricing this out, and expects preliminary plans in 3-4 weeks. She would also like to set up a Maker Space in front of the fireplace with possibly a 3D printer.

Regarding the new Library website, a draft is expected the beginning of March from Studio Ten. They are looking for photos from the library to use in a gallery section. Sandy asked for bios from the Board. Perhaps take a group photo of the LBOT? Funding for the new library website from the LBOT account was discussed and agreed upon.

New Library Cards were ordered. 1,000 cards for \$970. Cards need to be renewed every 3 years. 1,000 cards will last 5+ years. They have not been ordered in years. Funding discussed. Motion by Jen, second by Devin to pay for cards from LBOT account. All in favor, motion passed.

Stephanie requested funds of \$360 for two people to attend the April conference of the CT Library Association in Mystic, CT. Abby made a motion, second by Jen, to use funds from Board account. All in favor, motion passed.

She mentioned Construction grants from State of CT Library capital projects that may be available for renovation and/or new construction, Hotchkiss Library is applying for one. There is a program explaining the process April 1, in Salem that Stephanie will attend.

Stephanie went over library programs to be offered, and of attendance in previous programs.

4. Wish List Report

Jennifer Rice, Abbi Rice, Devin Chester. Jen reported that Sign-up genius to use for participation was rejected as too complicated. A donation jar was suggested, to be advertised on the Town & Library websites, as well as facebook. A possible drive-up dropbox for the library was suggested. Jen will check with the United Church about placement in the parking lot. Devin asked about adding parking lines in the parking lot. Jen would like to get the Friends involved, increase membership, perhaps come to a LBOT meeting. Stephanie would like to see more events beyond book sales.

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4. Wish List Report (cont)

Sandy will contact current Friends members for possible new contacts to increase membership. Jennifer made a motion for a Wish List Donation Jar for a 3D printer, second by Devin, all agreed, motion passed.

5. New Business

New Logo Design for Library: Variations were shown of the new logo in progress, being designed by Peter Good.

Poetry Night: Scheduled for April 13 at the Meeting House in Chester. Sandy is contacting professional poets mentioned, as well as a school teacher for student poets. Discussion of how to advertise.

Additional program ideas for Fall season discussed. (Moth Radio Hour type program, Essential Tips for Teens, College Prep, Life Skills)

6. Old Business

By-Law revisions: look at older existing by-laws, and update. Library policies need to be looked at and updated. Draft an evacuation plan. Discussion of any long-range plans: agreed to postpone until next meeting.

7. Adjournment

Meeting was adjourned at 8:30 pm. Unanimously Approved. Next meeting is Monday, March 16, 2020.

Draft Minutes, subject to approval, respectfully submitted by Karin Badger