

**Chester Library Board of Trustees**  
**Meeting Minutes: June 1, 2020**  
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**1. Call to Order**

The Chester Library Board of Trustees held a meeting on Monday, June 1, 2020 remotely via Zoom. In attendance were Sandy Senior-Dauer, Abbi Rice, Jennifer Rice, Devin Chester, Peggy Carter-Ward and Stephanie Romano, Library Director. One member of the community was present however did not stay for the duration of the meeting. Meeting was called to order at 5:05pm by Sandy. Jen volunteered to take the minutes.

**2. Secretary's Report**

Motion by Abbi, second by Jen, abstention by Peggy, to accept the March 2, 2020 minutes as written.

**3. Treasurer's Report**

Peggy had emailed the Treasurer's Report prior to the meeting covering bank statements from February through April 2020. Discussed movement of \$10,000 from savings to CD. Motion by Peggy to open a CD with Liberty Bank, second by Abbi, unanimously approved.

**4. By-laws discussion**

Sandy reviewed some of the bi-laws currently in place regarding size of committee, term and meeting requirements. Discussed changing some of the wording in the current bi-laws and the desire of the committee to review the budget funding sources and designation of such funds. Peggy discussed email chain communication and the need for clearer information on what can and can't be communicated via email. Sandy to edit bi-laws and have available prior to the next meeting. Topic to be added to next meeting's agenda.

Discussion regarding continuing with currently scheduled meetings on June 15, 2020 and July 20, 2020 with a potential change in time to 5pm. Sandy to discuss with town offices. Current plan for the next meeting is June 15, 2020 at 5pm.

**5. Librarian's Report**

A foundation dedication plaque from 1907 was found behind a bulletin board during renovations. Stephanie to frame for display.

Stephanie discussed the renovations that have been taking place while the library has been closed due to the pandemic. Painting is complete in the children's room, adult area, foyer and back office. Flooring in the downstairs is also complete. Stephanie is looking into pendant lighting for the upstairs rooms. Fluorescent lights have been removed and wiring inspected and repaired by Top Notch. She is still in search of a pedestal sink for the bathroom with discussion from the committee regarding a single faucet handle for ease of use. There is a company coming out next week to clean the tile floors in the bathroom, re-grout and glaze for durability costing \$1980. Stephanie consulted the committee regarding getting new treads vs carpet runner for the stairs as well as replacing the banister as the wall is being painted and it will need to be removed for painting. Suggestion from Peggy to get a quote for the ADA compliant

banister to aid in the decision. Per Stephanie, Tom Peterson has been assisting with the shelving in the lower level and placed spray foam in the downstairs cracks to prevent mice from entering.

Little Library going well and being used. Stephanie stated that she has been issuing new cards and updating cards with increased use of Hoopla and Overdrive. Currently no curbside services available due to the renovations and difficulty accessing some of the books however Stephanie stated she has started planning for curbside services with patrons emailing or calling in requests. She is also working on securing wipes, hand sanitizer and has ordered a sneeze screen on a stand for the circulation desk.

The Garden Club planted flowers in the flower beds around the library.

Peggy suggested updating the public on the new things happening in the library via the town weekly newsletter. Sandy agreed with publicizing the renovations as well as thanking Rick Hosley for his work on the flooring. Also discussed thanking the Garden Club for sprucing up the outside of the library.

#### **6. Other New Business**

None to report

#### **7. Old business**

A Wish List: Jen reported on the Wish List Committee with no new updates given the closure of the library. Stephanie did report that she was able to get a Cricut machine. Devin and Abbi suggested holding classes on use of the machine.

B: Long range planning: Sandy recommended any long range plan include community input and discussed developing a sub-committee. Peggy reviewed our current plan and is communicating with a consultant that will be available to assist and facilitate with development of a new plan. Peggy to invite the consultant to the next meeting and will work on creating a sub-committee. Decision made to table further discussion until the next meeting.

#### **8. Adjournment**

Meeting was adjourned at approximately 5:45pm. Unanimously approved. Next meeting is Monday, June 15, 2020 at 5pm via Zoom.

Draft minutes, subject to approval, respectfully submitted by Jennifer Rice.