

Chester Library Board of Trustees

Meeting Minutes: June 15, 2020

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1. Call to Order

The Chester Library Board of Trustees held a meeting on Monday, June 15th, 2020 remotely via Zoom. In attendance were Sandy Senior-Dauer, Karin Badger, Peggy Carter-Ward, Abbi Rice, Jennifer Rice, Devin Chester and Stephanie Romano, Library Director. Community guest did not make his or her name known. Meeting was called to order at 5:03pm by Sandy Senior-Dauer. Minutes taken by Jennifer Rice.

2. Secretary's Report

Motion by Peggy Carter-Ward, second by Jennifer Rice to accept the June 1st, 2020 minutes as corrected.

Correction: Addition of community guest Elizabeth Reinhart in Call to Order section 1. Bi-Laws section 4 grammatical error changed from "committed" to committee and word change from "information" to "guidelines".

3. Treasurer's Report

Peggy reporting no new changes. She is looking into opening a CD with Liberty and will coordinate with Sandy on paperwork within the week.

4. Librarian's Report

Stephanie stated that the tiles have been cleaned in the foyer and drop cloths will be used to protect them until other work is complete. Lights have been ordered and will come in this week. Top Notch to install, possibly with dimmers.

Curbside pickup is up and running and has been busy. Stephanie has set a table up in the driveway for pickup during nice weather, and on the stairs if raining.

Re-opening of the library discussed. Stephanie posed questions as to whether and how to accept money for fines, and allowing patrons to copy/fax. She is unsure what the new patron capacity will be once re-opened and plans to investigate. Sandy asked when the library could reopen and Stephanie hoped for the beginning of July. Carpeting should be installed this week and furniture can start to be put back in place. According to Stephanie, Middlesex Community Fund provided masks for the staff in accordance with the library's pre-certification to open. Patrons will need to have their own mask. Stephanie noted that the sneeze guard came in last week and she has hand sanitizer, alcohol wipes, and gloves. Other supplies are on backorder.

Friends of the library: Stephanie reached out the Friends of the Library however has not yet heard back. Sandy to talk to Roseann, a member of the Friends regarding fundraising. The Chester Fair has been cancelled so there will be no book sale fundraiser.

5. Old Business

A) Bi-law revision

- 1) *#12 Committees: reword- "Special committees for the investigation of specific issues."*
Motion to accept Abbi, second by Peggy, unanimously approved.
- 2) *#13 Librarian: Add this sentence: "The librarian will review the annual budget with the Trustees before submitting it to the town."*
Motion to accept by Jen, second by Abbi. Discussion: Devin questioned where budget was available for viewing. Stephanie stated it is on the town webpage, line item 30. Motion vote unanimously approved.
- 3) *#16 NEW: Audience of citizens will be recognized and asked for comments at the end of the regular agenda.* Peggy suggested it be included within #14 Order of Business. Motion to amend #14 by Peggy, second by Abbi, unanimously approved.

Peggy suggested the Board add something about money sources into the bi-laws. Sandy to discuss with Peggy regarding wording for addition into bi-laws. Suggestion was also made to add an item for the role of volunteers.

Stephanie explained that the Friends of the Library fund children and adult programming, museum passes and DVDs. Devin suggested we ask the public what passes might be of interest. Recommendation was made for the addition of Kidcity Children's Museum by both Devin and Abbi; Sandy proposed the Beardsley Zoo, asked what passes are currently used, and suggested it be discussed at the next meeting. Stephanie to put a list of passes in a Word document for the board to review. Sandy questioned if the public is aware of all the passes available and Karin recommended listing the passes on the website.

Other: Re-visited website progress. Marilena Vaccaro is still working on the website. Abbi suggested new pictures for the website as current pictures seem outdated. Karin stated that she has sent Marilena a professional exterior photo of the library for the new website, cost to be discussed with the photographer. New photos to be taken by Sandy Vaccaro once library renovations are completed.

B) Discussion of Long-Range Plan: Peggy stating that Dawn LaValle, Division Director for the State Library, has offered to help with the library's plan at no charge. She is to meet with Peggy on Wednesday. Plan to add Long Range Plan to July 20th meeting agenda.

6. New Business: None to discuss

7. Audience of Citizens: Nothing stated.

8. Adjournment

Adjournment motion by Peggy, second by Abbi, unanimously approved at 5:43pm.

Next meeting scheduled for July 20th, possibly in person at the Gazebo at the Chester Meeting House at 5pm. Location decision to be made 1 week prior based on weather conditions.

Minutes subject to approval, respectfully submitted by Jennifer Rice.