

Chester Library Board of Trustees

Meeting Minutes: July 21, 2020

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1. Call to Order

The Chester Library Board of Trustees held a meeting on Monday, July 21st, 2020 remotely via Zoom. In attendance were Sandy Senior-Dauer, Karin Badger, Peggy Carter-Ward, Abbi Rice, Jennifer Rice, and Stephanie Romano, Library Director. Absent Devin Chester. Meeting was called to order at 5:16pm by Sandy Senior-Dauer.

2. Secretary's Report

Motion by Peggy, second by Karin to approve June 15, 2020 minutes as written. Unanimously approved.

3. Treasurer's Report

The Treasurer's Report for May distributed prior to the meeting and was reviewed. June report not yet available. A CD with Liberty Bank has been opened as previously discussed, with a rate of 0.35%. Maturity date will be July 8, 2021. The Chairman and Treasurer of the Board are signers and paperwork will need updating yearly to reflect current officers.

4. Librarian's Report

Stephanie Romano, Library Director, reported on the following:

- Awaiting A/C unit installation
- Richard Price working on circulation desk
- Goal for re-opening is August 3rd. Discussed policy/guidelines including number of patrons permitted at one time, age limit, closing bathroom to the public. Sneeze guards in place or planned at computer stations. Plan to inform the public of reopening plan and protocols via town-wide email.
- Wifi is available from the parking lot for patrons
- Website has listing of new books available for reserve

5. Old Business

- A) FRIENDS OF THE LIBRARY:** Discussed the importance of the Friends as they provide funding for programming, DVDs, museum passes and anything else not covered by the town. Discussed creation of brochure to recruit new members. Sandy to contact Jan Cummings Good to discuss the possibility of her assisting in design of the brochure as she has previously offered her services to the library. Sandy suggested having different levels of membership to the Friends including family memberships, junior memberships, "Friends for Life" memberships. Sandy, Karin and Stephanie to work on developing brochure content to present to the Board prior to submitting to Jan Good for design. Plan to mail brochure to Chester residents.
- B) LONG RANGE PLANS:** Peggy reporting no new information at this time, awaiting meeting with Dawn LaValle.
- C) WISH LIST COMMITTEE:** Per Jen, nothing to report at this time.

D) AUGUST MEETING: Planned for August 17th via Zoom.

6. New Business: Discussed acquiring a HotSpot device for the library to loan to patrons. Stephanie to gather more information about lending protocol and to discuss at the next meeting. Motion by Jen, second by Peggy to acquire a HotSpot device through T-Mobile on a trial basis. Unanimously approved.

7. Audience of Citizens: None in attendance.

8. Adjournment: Motion by Peggy, second by Jen to adjourn at 6:23pm. Unanimously approved.

Minutes respectfully submitted by Jennifer Rice.