

Chester Library Board of Trustees
Meeting Minutes: September 21, 2020

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1. Call to Order

The Chester Library Board of Trustees held a meeting on Monday, September 21st, 2020 remotely via Zoom. In attendance were Sandy Senior-Dauer, Karin Badger, Peggy Carter-Ward, Devin Chester, Abbi Rice, Jennifer Rice, and Stephanie Romano, Library Director. Guest in attendance: Dawn LaValle, Director of the Division of Library Development at the Connecticut State Library.

2. Secretary's Report

Motion by Peggy, second by Devin to approve July 21st, 2020 minutes as written. Unanimously approved.

3. Treasurer's Report

Peggy Carter-Ward emailed the Treasurer's Report for June, July and August of 2020 prior to the meeting and was briefly reviewed.

4. Old Business

A) LONG RANGE PLANS: Peggy introduced Dawn LaValle from the Connecticut State Library. Dawn presented information regarding the development of the library's Long Range Plan and offered tools to assist in the planning. Step 1: Review tools, develop a Strategic Committee, gather stakeholder groups. Step 2: Develop Community Need Assessment framework. Step 4: Develop a flexible 3-year Strategic Plan. Full process can take 12-18months. Discussed a grant made available from the State to assist libraries in facilitating the planning process. Dawn will provide further details about the tools and information on the grant to Stephanie via email. There is a Zoom conference offered by the State Library on October 15th regarding Community Needs Assessment and using the tools. Stephanie plans to attend. There are also a few other virtual conferences being offered in October and November from the State Resource Sharing Committee offering scenarios on future libraries. Further information to be provided to Stephanie by Dawn and to be discussed at a future meeting.

B) WISH LIST COMMITTEE: Per Jennifer, nothing to report at this time.

5. Librarian's Report

Stephanie Romano, Library Director, reported on the following:

- Library re-opened on August 3rd, 2020.
- Children's Programs: held outdoors at North Quarter Park have been well attended and will continue through mid-October.
- Virtual Program: Book chat this Wednesday via Zoom. Additional chats planned for October and November.
- Patrons have been following guidelines with entering the building. Curbside pickup is still available, however has not been utilized since the opening of the building.
- Hours to remain the same for now.

- This Saturday, library will be open until 3pm for Re-Open Chester event in town. Library to offer coloring pages for kids.
- Discussed library budget and monetary allocation. Plan to address again at a later meeting.
- Discussed email notification to the public currently offered through the townwide email.

6. New Business: None to report. Next meeting is planned for Monday, October 19th, 2020 via Zoom.

7. Audience of Citizens: None in attendance.

8. Adjournment: Motion by Abbi, second by Jen to adjourn at 6:25pm. Unanimously approved.

Minutes respectfully submitted by Jennifer Rice.