

Chester Library Board of Trustees
Meeting Minutes: October 26, 2020

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I. Call to Order

The Chester Library Board of Trustees held a Special Meeting on Monday, October 26th, 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: None. Call to order at 5:07pm by Sandy Senior-Dauer.

II. Secretary's Report

Motion by Peggy, second by Sandy to approve September 21st Meeting Minutes as amended. Motion unanimously approved.

Correction: Page 1, Section 4A, line 4 Change "Step 4" to "Step 3".

III. Treasurer's Report

Peggy Carter-Ward emailed the Treasurer's Report for September of 2020 prior to the meeting and briefly reviewed.

IV. Old Business

- A) LONG RANGE PLANS:** Discussed Long Range Plan. Peggy proposed: 1) Review present and past practices as well as "Best Practices in CT Public Libraries". 2) Look at Libraries of the Future and the vision of Chester Public Library. 3) Beginning early next year, start looking at focus groups, and create a planning committee including town leadership and other stakeholders. Board members, and Stephanie Romano to review Best Practices in CT Public Libraries. Stephanie to present findings related to CPL at next meeting.
- B) BYLAWS and Policy Manual:**
- a) Stephanie to send the draft/revised version of the Bylaws to the Board for review and to vote at next meeting. Sandy to clarify procedure with Lauren Gister, First Selectwoman. Once approved, Bylaws to be published on CPL website.
 - b) Stephanie has been working on revising the Policy Manual and plans to review town policies related to the pandemic, library capacity and building closures. To be discussed further at a future meeting.
- C) STATUS OF FRIENDS:** The Friends of Chester Library in coordination with the Library Director are organizing a contactless fundraiser starting November 1st online with See's Candies Yum-Raising. A link to be posted on the CPL website and social media. The Friends of Chester Public Library is also a charitable organization registered with AmazonSmile.

V. Librarian's Report

Stephanie Romano, Library Director, reported on the following:

- Stephanie plans to attend a workshop this week regarding the Digital Divide for Small Libraries. The workshop will look at internet use, technology and assessing community needs.
- Stephanie requested approval for CLA yearly membership for the library at a cost of \$80 and an additional \$10 for a CLA children's workshop to be attended by Children's Librarian, Stephanie Rush. Motion by Peggy to allocate funds, second by Jennifer, unanimously approved.

VI. New Business: Next meeting is planned for Monday, November 16th, 2020 via Zoom.

VII. Audience of Citizens: None in attendance.

VIII. Adjournment: Motion by Sandy, second by Jennifer to adjourn at 5:59pm. Unanimously approved.

Minutes respectfully submitted by Jennifer Rice, subject to Board approval.