

## Chester Library Board of Trustees

Meeting Minutes: November 16, 2020

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### I. Call to Order

The Chester Library Board of Trustees held a meeting on Monday, November 16th, 2020 remotely via Zoom. In attendance were Karin Badger, Peggy Carter-Ward, Devin Chester, Abbi Rice, Jennifer Rice, and Stephanie Romano, Library Director. Absent: Sandy Senior-Dauer. Guest in attendance: None. Call to order at 5:18pm by Karin Badger, Vice Chair.

### II. Secretary's Report

Motion by Peggy, second by Karin to approve October 22nd Meeting Minutes as written. Motion unanimously approved.

### III. Treasurer's Report

Peggy Carter-Ward reporting no updated bank statements available at this time.

### IV. Old Business

#### A) BEST PRACTICES IN CT PUBLIC LIBRARIES Document Review:

Stephanie completed the document checklist prior to the meeting. Led by Peggy, the Board reviewed the document. Stephanie explained how the building site and population size of Chester limited the ability to meet certain benchmarks. Discussed the following benchmarks requirements/items in need of further review/attention:

- Energy efficiency grant possibilities
- Safety and ADA compliance
- Need for review of Policy Manual. Plan for Board to review Policy Manual and vote on approval at next meeting.
- Review of annual budget prior to submission to town
- Need for new board member handbook/orientation
- Suggestion for update on library usage statistics at meetings
- Volunteer utilization (currently in programs and book sale)
- Orientation for staff
- Development of Strategic 1 year Plan
- Discussed priorities in addressing missed benchmarks. Per Stephanie: Marketing, updating website and staff training. Per Peggy: Facility Emergency Planning (drills, signage), Marketing/Community outreach, policies including staff performance appraisals. Per Jennifer: Marketing and website update and in agreement with other stated priorities.
- Peggy proposed developing committees to address the priorities stated.

**B) BYLAWS:** Postponed due to time constraints.

**C) WEBSITE:** (see Librarian's Report)

**D) FUNDRAISER:** Postponed due to time constraints.

### V. Librarian's Report

Stephanie Romano, Library Director, reported on the following:

- Website updated however not yet LIVE. Stephanie to send the link to Board members for review. Can go live at any time.

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- Request approval for CLC (Connecticut Library Consortium) Yearly Membership at cost of \$300. Membership gives access to discounted programs/services. Motion by Peggy, second by Jennifer. Unanimously approved.
- Hours: Closed Thanksgiving and the Friday after. Discussed hours for the Saturday after Thanksgiving and whether to stay open. No decision made.
- Re-evaluating staffing due to potential closings/ limitations from current pandemic.
- First Selectwoman Lauren Gister is working on including the library in plan regarding any closing of town offices due to the current pandemic.
- Trying to increase participation in online programs especially into the winter months. Looking for suggestions.
- Discussed continuation of services such as Hoopla and whether to re-start services such as Mango and Job-Now.

**VI. New Business:** Postponed due to time constraints.

**VII. Audience of Citizens:** None in attendance.

**VIII. Adjournment:** Motion by Karin to adjourn at 6:31pm due to schedule conflict.

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