

Chester Library Board of Trustees

Meeting Minutes: Monday, October 18th, 2021

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I. Call to Order

The Chester Library Board of Trustees held a meeting on Monday, October 18th, 2021 at the library. In attendance were Sandy Senior-Dauer, Karin Badger, Jen Rice, Abbi Rice, Devin Chester and Stephanie Romano, Library Director. Absent: Peggy Carter-Ward. Guests in attendance: None.

Call to order at 6:04pm by Sandy Senior-Dauer, Chair.

II. Secretary's Report

Motion by Devin Chester, 2nd by Karin Badger to approve the September 20th meeting minutes as written. Minutes unanimously approved.

III. Treasurer's Report

Peggy Carter-Ward provided a copy of the most recent report to board members via email prior to the meeting. Nothing new to discuss at this time.

IV. Old Business

- A) Sitting garden: Stone work complete. May add mums this fall however will wait until spring to discuss more permanent plantings.
- B) Tank removal: Town hopes to remove the old underground tank sometime in the next two weeks. The new tank is already in place.
- C) Outdoor table: Once the tank is removed, slab will be poured for table and book drop.
- D) Landscaping: Bushes removed from around the building will be replaced with grass. Discussed different fencing options for top of the hill, behind the building and parking lot.
- E) Outdoor lighting: lamps in town garage thought to be available for use will not work for the space. Need to look at new options. Approx 6 lights will be needed for the parking lot and walkway area. Plan to consult with John Schroeder for lighting ideas.
- F) Book drop: Book drop has arrived and will be installed in the parking lot once the concrete slab is completed. Discussed the need for a cart to help bring books from the drop into the library.
- G) Other: Discussed adding Policy Manual approval to the agenda for the next meeting.

V. Librarian's Report

Stephanie Romano, Library Director, provided monthly report to board members prior to meeting and discussed the following:

- Tri-town book club to meet 10/27 in Deep River to discuss White Fragility. The club meets monthly.
- Pre-packaged treat bags will be available the Friday before Halloween at the library.

VI. New Business:

- A) Administration of Gwen Orton-Jones trust: Stephanie Romano has spoken with Pauline Peterson, from Client Relations at Essex Financial. No successor was named as trustee. The account is frozen until a trustee is appointed. Stephanie Romano to arrange a meeting with Michael LaRiviere, Financial Advisor, and Moira Martin, Senior Trust Officer at Essex Financial to determine next steps.

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- B) Dedication of sitting garden: Discussed waiting until spring when all outdoor work is completed.
- C) Other: Library has a standard DVD player available to loan however does not currently own a portable DVD player.

Discussed having notecards designed with the updated logo for correspondence. Plan to ask Jan Cummings Good to assist in creation.

VII. Audience of Citizens: None.

VIII. Adjournment: Motion by Jen Rice , 2nd by Karin Badger to adjourn at 6:50pm. Unanimously approved.