

Chester Library Board of Trustees  
Meeting Minutes: February 8th, 2021

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**I. Call to Order**

The Chester Library Board of Trustees held a meeting on Monday, February 8th, 2021 remotely via Zoom. In attendance were Sandy Senior-Dauer, Karin Badger, Peggy Carter-Ward, Abbi Rice, Jen Rice, and Stephanie Romano, Library Director. Absent: Devin Chester. Guest in attendance: None.

Call to order at 5:28pm by Sandy Senior-Dauer, Chair. Meeting delayed secondary to technical difficulties.

**II. Secretary's Report**

Motion by Sandy, second by Abbi to approve January 11th Meeting Minutes as written. Motion unanimously approved. Meeting minutes will be posted to the website under the "ABOUT" tab.

**III. Treasurer's Report**

Peggy provided a copy of the most recent report to board members via email prior to the meeting. Reviewed reports covering October through December. Discussed website costs. Sandy and Stephanie to look into recurring costs related to website maintenance and report back to board. Motion to approve by Jen, 2nd by Abbi. Unanimously approved.

**IV. Old Business**

**A) Approval of By-law changes:** Discussed changes to by-laws as follows

- a) #12 Committees: Reword to "special committees for the investigation of specific issues (not specific problems)
- b) #13 Librarian: Add sentence- "The librarian will review the annual budget with the board before submitting it to the town."
- c) #16 NEW: "Audience of citizens will be recognized and asked for comments at the end of the regular agenda."
- d) Changing wording of "Board of Directors" to "Board of Trustees" throughout document.

Motion by Peggy, second by Jen to approve updates as stated above. Unanimously approved. Plan for by-laws to be posted on the website and submitted to the town.

**B) Trustee Handbook/Orientation Committee:** Sandy, Karin and Jen met previously to develop written orientation for new board members. Discussed what it should contain including specific role responsibilities of officers, general responsibilities of board members and an introduction to parliamentary procedure.

**C) Annual Planning Committee:** Discussed development of committee to review annual long-range plan. Peggy, Abbi and Stephanie to meet prior to the next board meeting.

**V. Librarian's Report**

Stephanie Romano, Library Director, reported on the following:

- Stephanie Rush, children's librarian, planning to provide more "Grab&Go" activities.
- Grant received from The Peach Pit Foundation and The Community Foundation of Middlesex County. Plan to apply the grant toward programming including the Summer Reading Program.

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- Discussed library opening own Zoom account to allow for use with programs and meetings. Motion by Peggy, second by Jen to investigate cost and open account if able. Unanimously approved. Stephanie to follow up.
- Program ideas discussed including chess club and live Candy Land game.

**VI. New Business:**

- A) Update library board contacts- no changes noted.
- B) Discussed current cleaning service under contract at library. Bidding has begun for a new service. Sandy and Stephanie to work on a letter to the town regarding a list of expectations of the cleaning service that are not currently being met.

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

**VIII. Adjournment:** Motion by Jen, second by Abbi to adjourn at 6:16pm. Unanimously approved.

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