

## **I. Call to Order**

The Chester Library Board of Trustees held a meeting on Monday, April 19th, 2021 remotely via Zoom. In attendance were Sandy Senior-Dauer, Karin Badger, Peggy Carter-Ward, Abbi Rice, Jen Rice, Devin Chester and Stephanie Romano, Library Director. Guest in attendance: None.

Call to order at 5:04pm by Sandy Senior-Dauer, Chair.

## **II. Secretary's Report**

Motion by Peggy Carter-Ward, second by Karin Badger to accept the March 15<sup>th</sup>, 2021 minutes as written. Unanimously approved.

## **III. Treasurer's Report**

Report reviewed by Peggy Carter-Ward. New deposits include Fidelity Charitable Donor-Advised Fund grants by the Prisloe Family Giving Fund and by the McWab Fund.

## **IV. Old Business**

**A. Annual Planning Committee Report:** Peggy Carter-Ward discussed thoughts for the committee and priorities for development of plan. Discussed developing a bridge between the annual planning and budgeting that already occurs, and a long-range strategic plan. The board further discussed postponing the development of a formal strategic plan involving a Community Needs Assessment and State guidelines until after pandemic restrictions are resolved. Focus of the committee going forward:

- 1.** How to better involve stakeholders in town and how to get those stakeholders involved earlier in the planning process. What other groups/committees should be involved?
- 2.** Need to review data such as library usage patterns to better understand needs.
- 3.** Look at state and ACLB resources and grants to help guide priorities and goals. Determine if someone should be in charge of monitoring and managing available grants (Stephanie Romano is aware of some that come available).

**B. Response from First Selectman on cleaning service:** Sandy Senior-Dauer sent a formal letter to the First Selectman regarding the board's concerns about the current cleaning service, however, she has not received a response to specific questions asked. Discussed

board members attending a joint meeting of the Board of Finance and Board of Selectmen to propose further action.

**C. Response to Friends request on website:** Sandy Senior-Dauer proposed that board members help recruit volunteers and will create a list at the next meeting. Discussed having a joint meeting with all people interested.

## **V. Librarian's Report**

Stephanie Romano, Library Director, reported the following:

- Increased registration for library cards noted.
- Grab and Go bags are popular
- Storytime is currently virtual however plan to move to in-person on the lawn as the weather gets nicer.
- Tent to remain up for curbside and Grab and Go bags
- Program next month via Zoom May 5<sup>th</sup> at 6:30pm: Enchanted Garden.
- Town previously discussed placing a picnic table outside the library for public use however has not yet arrived.
- Discussed virtual CT Conference for Librarians May 10-14<sup>th</sup>. Stephanie Romano and Stephanie Rush to attend.
- Scott Mills to look at tree varieties to replace the pear tree out front. Estimated cost under \$500
- Town plans to remove overgrown rhododendron bushes from the front of the building next year and replace them.
- Discussed potential replacement of library's sign.
- Discussed creating a "courtyard" area to the left of the building as an outdoor reading/program area.

## **VI. New Business**

Stephanie Romano discussed the grant from the Institute of Museums and Library Services. It is based on demographics and town size. The library director must attend a workshop for the library to be eligible. Stephanie plans to attend the workshop on April 28<sup>th</sup>. Board members are welcome to attend as well. Application is due June 30<sup>th</sup> and must include details on how the library plans to use the funds. Funds must be used within a year. Grant is focused on education, health and workforce needs. Discussed potential uses for funds including broadband access,

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technology access for patrons in senior housing/facilities. We currently have Chromebooks available however they are underutilized.

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

**VIII. Adjournment:** Motion by Jen Rice, second by Peggy Carter-Ward to adjourn at 6:32pm. Unanimously approved. Next meeting **Monday, May 17th at 7pm.**