

# CHESTER LIBRARY BOARD OF TRUSTEES

## Meeting Minutes: April 18, 2022

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### **I. Call to Order**

The Chester Library Board of Trustees held its regular meeting on Monday, April 18, 2022, at the Chester Public Library, 21 West Main Street, Chester, Connecticut. In attendance were Sandy Senior-Dauer, Karin Badger, Abbi Rice, Devin Chester and Stephanie Romano, Library Director. No audience of citizens present. Meeting was called to order at 6:00 pm by Sandy Senior-Dauer, Chair.

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

Motion by Abbi, second by Karin, to accept the March 21, 2022 minutes as written.

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

Peggy Cater Ward emailed the Treasurer's Report prior to the meeting. No discussion or changes.

### **IV. Old Business**

#### **A. Approval of the Tech plan**

Plan needs to be updated. The Library Director has reached out to other libraries to see how they are managing their plans. Decided that Chester Library does not want to hire a consultant.

#### **B. ARPA funds update**

ARPA request has been submitted for funds of \$6,000 for concrete pad for outdoor solar-charging table. Approved by ARPA committee, moved to BoS/BoF.

#### **C. June 3 Garden Party plans**

Publicity discussed, since this is also First Friday in Chester, Stephanie has attended merchants meeting. Decided to have live music 4 to 6 pm, Devin will contact musician and possible caterer. Refreshments discussed, Stephanie will order tote bags to make up packages. Plans will be finalized at the next meeting. All funding for this event is provided from a Middlesex County Community Kindness Grant with the Peachpit Foundation, for the sole purpose of spreading kindness in the community.

#### **D. Grounds update**

The site for the concrete pad for the solar table is prepared, stamping and stencil have been ordered, one color is on back order, concrete should be poured next week. The Town has approved installation of the fence behind the library as a needed safety issue. Cost of needed outdoor lights and poles discussed, this should not wait until next year. Stephanie noted that this is also the perfect time to install the lights, the electrical connections and boxes all need to be checked and upgraded, there are exposed wires outside now. Best to do this before planting new perennial shrubs. The Chester Garden club will do some planting, as will the Town.

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

Stephanie Romano emailed her report prior to the meeting. *(Attached p. 2)*

### **VI. New Business**

#### **A. Board relations conversation**

Abbi Rice read a prepared statement of her concerns and questions, discussion followed. Topics included email communication, communication during pandemic closure, an orientation for Gwendolyn Orton-Jones Trust, handling of Trust funds vs Town capital budget and maintenance responsibilities, history of Trust management. Noted that with Essex Financial now appointed as Trustee, all investment and distributions are properly managed, with every LBOT member having access to this information.

### **VII. Audience of Citizens** None

**VIII. Adjournment** Meeting adjourned at 7:50 pm. Unanimously Approved. Next scheduled meeting is May 16, 2022

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Librarian's Report March 2022

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### I. Statistics

- A. New library cards issued to Chester residents – 9 and 3 out of town.
- B. 865 Items circulated in the month of March.
- C. 4 self-directed grab-n-go STEAM/STEM kits for kids 41 participants.
- D. Chef Rob prerecorded cooking show on our YouTube channel had 6 views.
- E. 61 items were added to the collection.
- F. 76 reference questions answered.
- G. 74 computer users.
- H. There were 542 patrons in March and were open 201 hours.

### II. Databases

- A. Overdrive – 237
- B. Hoopla – 169
- C. Workforce Solutions, Culturegrams, Proquest - 0

### III. Library

- A. The ARPA committee has submitted my proposal for approval for the concrete pad to BOS/BOF. The next BOF meeting is April 20 however, I do not know what is on the agenda. In the meantime, I am waiting for a quote for the pouring and stamping of the pad which will be done by an outside source rather than the town guys.
- B. The Town will be installing the fence from this year's budget since it is now a safety issue. I have resubmitted current quotes to Charlene, so this is now in the town's hands.
- C. A proposal letter was submitted to Charlene regarding being a fine-free library.
- D. I've been told that the outside lights have been tabled for next year, I think we should consider using the GOJ trust to get this done along with extra money to get some plantings in, the total for light fixtures and posts were around \$4800, this is if our concrete pad gets approved.
- E. Jen and I will be heading to the CLA conference May 3 in Hartford.
- F. The 2nd graders will be visiting the library May 20, Jen has reached out to the 1st grade teachers again since the kids wanted to come back for another visit.
- G. Michael has been offered a full-time position at the Godfrey Library where he's been working part time, his last day is May 26. His position has been posted.

### IV. Programs – upcoming

- A. Story time is being held Monday's @ 10:30 outside weather permitting, otherwise it will be downstairs
- B. Passport to CT Libraries continues through the month of April, come to the library to pickup a passport and start collecting stamps from participating libraries..