**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Tuesday, November 19, 2019**

**Call to Order:** 7:03pm

**Attendance:** MaryBeth Ditoro, Chair; Mary Richardson, Co-Treasurer; Mary Jennings; Beth Swanson, Secretary; Kandy Knowlton, Director

**Review and Approval of Agenda:** Motion to accept: Mary Jennings; Seconded: Mary Richardson

**Secretary’s Report:** Motion to Accept:Mary Richardson ; Seconded: Mary Jennings

**Director’s Report:** Motion to Accept: Beth Swanson; Seconded: Mary Jennings

**Donations and Contributions:** None this month

**Treasurer’s Report:** Motion to Accept: Mary Jennings; Seconded: Beth Swanson

**Approval of Expenditures and Incoming Checks:**

**Monthly Statistics:**

**Old Business:**

**Renovation Update:** progressing well and moving according to plan to finish upstairs. On track as expected

**New Policy:** Videography and Photography policy reviewed and accepted as discussed last visit.

**Ramp Update:** Awaiting quote from Hanna Metalworks to repair existing metal ramp. Also waiting for updated quote from Rich Bellmore for addition of hand rails to his prior quote.

**New Business:**

**Welcome Beth Swanson:**

**Furniture:** Will table all decisions on purchases until after renovation is completed to better assess use of space. Will arrange for each Trustee to visit the Chester Academy Library to look at the modular tables already in use.

**Breakfast with Santa:** Will offer assistance for day of fundraiser

**Basket for Friends:** Frozen themed basket

**Wreath for Foundation:** Wreath of Good Cheer

**PCCO:** Change orders for BPS contractors discussed as follows:

003: additional shelving $5291.00

004: upgrade flooring for kid area and break room $1773.75

005: removal of new window CREDIT $733.72

006: additional cabinetry in lieu of range CREDIT $4830.01

007: slat wall book ends and tops $657.90

**Plan Next Month’s Agenda:**

**Next Meeting:** December 17, 2019 at 6:30

**Meeting Adjourned:** 8:11pm

**Submitted by:** Beth Swanson, Secretary