**CHESTER PUBLIC LIBRARY TRUSTEES MEEING MINUTES**

**TUESDAY, OCTOBER 22, 2019**

**Call to Order:** 6:40 pm

**Attendance:** MaryBeth Ditoro, Chair; Deb Munson, Treasurer; Mary Richardson, Co-Treasurer;

Kandy Knowlton, Director, Beth Swanson; and Mary Jennings, Secretary.

**Review and Approval of Agenda:** Motion to accept (Deb). Seconded (Mary J).

**Secretary’s Report:** Motion to accept (Deb). Seconded (Mary R).

**Director’s Report:** Motion to accept (Mary J). Seconded (Deb).

**Donations and Contributions:** Motion to accept (Mary J). Seconded (Deb).

**Treasurer’s Report:** Motion to accept (Mary R). Seconded (Mary J).

**Approval of Expenditures and Incoming Checks:** Motion to accept (Mary R). Seconded (Mary J)

**Monthly Statistics:** Motion to accept (Deb). Seconded (Mary J).

**Old Business:**

 **Renovation Update:** Phase I in the Children’s Section is off to a great start. The paint on the walls, the tile flooring and carpeting and the lighting is complete. The Meeting Rooms and The

Director’s office is progressing. The new Book Drop has been installed.

**New Business:**

 **New Policy:** Discussed new photography and video policy.

 **Furniture Wish List:** On hold until the renovation is complete.

 **Grant Writing:** Deb attended a Grant Writing Workshop at UNH. Motion to write grants to

raise money for future projects (Deb). Seconded (Mary R).

 **CPL Foundation:** Holiday Wreath Fundraiser at the MPR on Saturday, 12/7/19.

**Plan Next Month’s Agenda.**

**Next Meeting:** Tuesday, November 19, 2019 @ 6:30 pm.

**Meeting Adjourned:** 8:43 pm.

**Submitted by:** Mary Jennings, Secretary