**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Thursday, December 19th, 2019**

**Call to Order:** 4:46pm

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

**Review and Approval of Agenda:** Motion to Accept: Beth Swanson; Seconded: Mary Richardson

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

**Director’s Report:** Motion to Accept: Deb Munson; Seconded: Mary Richardson

**Donations and Contributions:** Motion to Accept: Deb Munson; Seconded: Mary Richardson

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

**Approval of Expenditures and Incoming Checks:**Motion to Accept: Mary Richardson; Seconded: Deb Munson

**Monthly Statistics:** Motion to Accept: Beth Swanson; Seconded: Deb Munson

**Old Business:**

**Foundation update:** The Foundation had given us $20,000 toward the renovations. There was a good response to the wreath fundraiser and cookie sale. The Foundation will be using the proceeds to purchase the donor leaves.

**Friends update:** We are hoping to hear from the Friends in the next few weeks regarding the actual turnout from the Breakfast with Santa.

**New Business:**

**Walkway / ramp:** The LIbrary / Town was given a proposal from Rich Bellmore for the ramp and the handrail project. The estimates are $3500 for the ramp and $3550 for the handrails. This is significantly lower than the proposal from Amramp of $21,100. This information was given to Andrew Hadik who is going to propose the CIP warrant article in the amount of $7500 based on these proposals plus a small additional amount for overruns. Mr. Hanna came and inspected the current ramp and felt that the visible rust was just on the surface and did not impact the integrity of the ramp at this time.

**Snow Removal:** Kandy spoke with Paul to ensure all exits are fully cleared.

**Post Office Truck:** MaryBeth will contact the BOS regarding the location of the trunk and its parking in front of loading dock.

**Furniture:** There is an offer for donation of funds toward the cost of 2 tables for the conference room. The board will look into preferences for tables and chairs to present to the donor.

**2020 Closing Calendar:** Kandy presented the calendar and it was approved as is. Motion to Accept: Beth Swanson; Second: Deb Munson

**Plan Next Month’s Agenda**

**Next Meeting: January 21, 2020**

**Meeting Adjourned: 5:50pm**

**Submitted by:** Beth Swanson, Secretary