**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**TUESDAY, SEPTEMBER 17, 2019**

**Call to Order:** 6:35 pm.

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

Kandy Knowlton, Director; and Mary Jennings, Secretary.

 **Barbara Holmes, Co-Chair has resigned. Effective immediately.**

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

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

**Unfinished Business – Renovation Update BPS:** Motion to move from # 10

on the agenda to #3. Motion to accept (Deb). Seconded (Mary R).

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

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

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

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

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

**Unfinished Business:**

 **Renovation Update BPS:**

**Vote: Carpeting & tiles, Stove & hood, Pass thru window, paint.**

Motion to remove stove and hood from change order and contract specs. Motion to accept (Deb). Seconded (Mary J). Motion passed.

Motion to get all new cabinets and soffit to keep what is in the design plan and change order

to add soffit. Motion to accept (Deb). Seconded (Mary J). Motion passed.

Motion to accept change order to remove electrical and mechanical from the contract. Motion

to accept (Mary R). Seconded (Deb). Motion passed.

Motion to remove the pass thru window from change order and contract specs. Motion to

accept (Mary J). Seconded (Mary R). Motion passed.

(continued)

Motion to vote on the rubber flooring. Motion to accept (Deb). Seconded (Mary J). Motion passed.

Motion to vote on carpet. Motion to accept (Mary R). Seconded (Deb).Motion passed.

**New Business:**

 **Policy Statement:**

Policy statement has been updated.

 **Budget:**

Motion to approve the Proposed FY’21 Budget for $169,960 which is a $4,050 increase from FY’20. Motion to accept (Mary R). Seconded (Deb). Motion passed.

**Plan Next Month’s Agenda.**

**Meeting Adjourned:** 8:55 am.

**Next Meeting:** Tuesday, October 15, 2019 @ 6:30 pm.

**Submitted by:** Mary Jennings, Secretary.