CHESTER PUBLIC LIBRARY TRUSTEES MEETING

Minutes for Tuesday, November 28, 2017

**Call to Order:** 6:38 pm

**Present:** MaryBeth Ditoro, Chair; Barbara Holmes, Co-Chair; Deb Munson, Treasurer;

Mary Richardson, Co-Treasurer; Kandy Knowlton, Library Director; Mary Jennings, Secretary

**Review and Approval of Agenda:** Motion to accept (Mary R) and seconded (Barb)

**Secretary’s Report:** Motion to accept (Barb) and seconded (Deb)

**Director’s Report:** Motion to accept (Mary R) and seconded (Mary J)

**Donations and Contributions:** Included in Director’s Report

**Approval of Expenditures and Incoming Checks:**

**Treasurer’s Report:** Motion to accept (Mary J) and seconded (Barb)

**Monthly Statistics:** Included in Treasurer’s Report

**Old Business:**

*Windows:* Kandy is waiting for John Sullivan at Seacoast Windows to call her with an installation date.

 *Website:* Kandy attended a WordPress workshop in Atkinson and learned a lot of useful information

 she will be able to apply to our design. She also met with the website designer for our town website.

 The new redesigned town website will be of great benefit to the library and its patrons.

 *The Foundation:* Many beautiful wreaths have been donated from individuals and businesses to be

 raffled off to aid in the fundraising efforts for the renovation of the library. They are on display at the

library. Tickets will be sold at The Polar Express event at Steven’s Hall, at Santa’s Breakfast and at the

 library.

 *Generator:* Kandy spoke to Tony. He called the company the town uses. Peter assessed our needs for

 the library and recommended a 20kw home generator. He will give us a quote and get two more

 quotes. The generator will be added to next year’s CIP.

**Motion to go into Executive Session and do the meeting out of order per RSA 91-A:3, II (a)**

(Mary J) and seconded (Barb)**:** 7:19 pm

**Adjournment of Executive Session:** 7:55 pm

**Reconvene:** 7:55 pm

**New Business:**

Budget to be more fully discussed at our meeting in January.

 Christmas party: Tuesday, December 5, 2017 @ 6pm at the library with the staff.

**Next Meeting:** Tuesday, January 16, 2018 @ 6:30 pm.

**Meeting Adjourned:** 8:24 pm

**Submitted by:** Mary Jennings