

CHESTER PUBLIC LIBRARY TRUSTEES MEETING

Minutes for Tuesday, September 19, 2017

Call to Order: 6:39 pm

Present: MaryBeth Ditoro, Chair; Barbara Holmes, Co-Chair; Deb Munson, Treasurer; Mary Richardson, Co-Treasurer; Kandy Knowlton, Library Director; Moriah Gavrish, Architect, Mary Jennings, Secretary

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

(Mary R) and seconded (Deb): 6:58 pm.

Adjournment of Executive Session: 7:14 pm

Reconvene: 7:14 pm

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

Secretary's Report: Motion to accept (Deb) and seconded (Mary R)

Director's Report: Motion to accept (Deb) and seconded (Barb)

Donations and Contributions: Included in Director's Report

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

Monthly Statistics: Included in Treasurer's Report

Approval of Expenditures and Incoming Checks:

Old Business:

Windows: We have received our CIP approval for our windows. Kandy will call John Sullivan at Seacoast Windows to get an estimate.

Staff Policy: Discussed and amended personnel policy and policy statements.

Moriah Gavrish, Architect: She will get a cost estimate for our carpet. She will check in with us at our meeting on Tuesday, November, 28, 2017

New Business:

Evaluation: We will continue to work on Kandy's evaluation at our October meeting.

Hiring a Library Aide Sub: Kandy will hire an Aide to work 10 hours a week.

Book Drop: Discussed getting a new book drop and having it added to the new construction.

Daffodil Project: With construction going on and new landscaping we have decided not to purchase additional Daffodils. The Friends are already purchasing some for the library.

Agenda for Meeting in October:

Adjournment: 8:36 pm

Next Meeting: Tuesday, October 17, 2017 @ 6:30 pm.

Submitted by: Mary Jennings

