**CHESTER PUBLIC LIBRARY**

**BOARD OF TRUSTEE MEETING MINUTES**

**TUESDAY, MAY 16, 2017**

**Call to Order:** 6:15 pm

**Present:** MaryBeth Ditoro, Chair; Barbara Holmes, Co-Chair; Deb Munson, Treasurer; Kandy Knowlton, Library Director; 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 J

**Director’s Report:** Motion to accept: Barb. Seconded: Mary J

**Donations and Contributions:** In Director’s Report

**Treasurer’s Report:** Motion to accept: Deb. Seconded: Barb

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

**Approval of Expenditures and Incoming Checks:** In Treasure’s Report

**Unfinished Business:**

 **Windows:** Windows for CIP were approved at Town Meeting. Kandy spoke to

 Andrew Hadik about a timeline of when we can get the windows. He will

 contact her when he gets back from vacation.

 **Foundation:** The Foundation Kick-Off went well. The first meeting of the

 Foundation Committee will be Tuesday, 6/6/17 here at the library. Barbara

 is our liaison and she will be attending.

 **Flooring and paint:** Need to make final decisions

**New Business:**

 **Daffodil project for Chester**: We will purchase some daffodils for the library

 to commemorate Chester’s 300th anniversary.

 **Insurance for Grandfather Clock:** Discussed appraisal and insurance coverage.

 **Physical Plant Plan:** We reviewed this and made some changes. MaryBeth will

 update it.

 **Trustee Tool Kit:** We will all review this and update as necessary.

 **Policy Statement:** Review and update as necessary.

**Plan Next Month’s Agenda:**

**Next Meeting:** Tuesday, June 20, 2017 @ 6 pm

**Adjourn:** 8:10 pm