**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**TUESDAY, AUGUST 27, 2019**

**Call** **to Order:** 6:32 pm

**Present:** MaryBeth Ditoro, Chair; Barbara Holmes, Co-Chair; Deb Munson, Treasurer; Kandy Knowlton, Director; Mary Jennings, Secretary;

We were joined by Barry Beauregard, and Barrett Salta, from Bonnette, Page & Stone Corp., and Moriah Gavrish.

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

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

**Unfinished Business – Renovation Update BPS:** Motion to move from#11 on the agenda to # 3 on the agenda. Motion to accept (Mary), Seconded (Deb).

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

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

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

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

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

**New Business:**

**CIP -** Motion to table until our September meeting (Mary). Seconded (Barb).

**New Food Allergy Guidelines:** Motion to accept (Mary). Seconded (Deb).

**Employee Emergency Procedures:** Motion to accept (Deb). Seconded (Barb).

**Renovation Cost:** Motion to vote to request $110,000 from the Rhonda A. Murphy Trust to help defray the cost of the renovations that will begin in early

September 2019 (Deb). Seconded (Barb). We voted unanimously to request $110,000 from the Rhonda A. Murphy Trust to help defray the cost of the renovations that will begin in early September 2019. MaryBeth will contact

Colin Costine to start the process.

**Unfinished Business:**

**Renovation Update BPS:** Discussed and made changes to contract.

Discussed phasing schedule. Looked at carpet, stair and baseboard samples.

**Plan Next Month’s Agenda.**

**Meeting Adjourned:** 9:22 pm.

**Next Meeting:** Tuesday, September 17, 2019 @ 6:30 pm.

**Submitted by:** Mary Jennings