**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Tuesday, January 21, 2020**

**Call to Order:** 6:42pm

**Attendance:** Mary Beth Ditoro, Chair; Deb Munson, Treasurer; Beth Swanson, Secretary; Mary Jennings, Secretary; Kandy Knowlton, Director

**Review and Approval of Agenda:** Motion to Accept: Mary Jennings; Seconded: Deb Munson

**Secretary’s Report:** Motion to Accept: Mary Jennings; Seconded: Deb Muson

**Director’s Report:** Motion to Accept: Deb Munson; Seconded: Mary Jennings

**Donations and Contributions:** Motion to Accept: Beth Swanson ; Seconded: Deb Munson

**Treasurer’s Report:** Motion to Accept: Deb Munson; Seconded: Beth Swanson

**Approval of Expenditures and Incoming Checks:** Motion to Accept: Beth Swanson; Seconded: Deb Munson

**Monthly Statistics:** Motion to Accept: Mary Jennings; Seconded: Beth Swanson

**Old Business:** Renovation Follow up: Renovation is complete except for a few outstanding items that can not be completed until Spring due to temperature for adhesives. We have received and paid the BPS invoice #3 for $49,157.15 and invoice #4 for $30, 457.08. This money was taken out of the trust fund. We are expecting one additional bill in the next few weeks. We also paid a final bill to Granite State Communications for wiring changes in the amount of $3, 877.30, also out of the trust fund.

The quote for the handicap access push buttons and door motors from Door Control, Inc came in at $3150.00. Motion was made to move forward with the purchase and installation of the handicap accessible door hardware by Beth Swanson and seconded by Mary Jennings. It was approved unanimously.

Mike Oleson has confirmed with the BOS and building inspector that he is able to fix the ramps in house. We will not need to hire the project out to Mr. Bellmore. This will be done in the Spring.

**New Business:** Donor Tree discussed location to be in the adult fiction section. Kandy and Mary Beth will work together to discuss with the Foundation to get the tree and donor leaves installed.

Elections of open Board positions were discussed as follows: Mary Jennings for Co-Chair and Beth Swanson for Secretary. The motion was brought forward by Deb Munson and seconded by Mary Jennings. The vote to approve the motion was unanimous.

**Plan Next Month’s Agenda:**

**Next Meeting: February 18, 2020**

**Meeting Adjourned:** 9:04 pm

**Submitted by:** Beth Swanson, Secretary