**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Tuesday, February, 2021**

Under the emergency provisions of RSA 91-A, this meeting took place electronically

**Call to Order:** 6:47pm

**Attendance:** MaryBeth Ditoro, Chair; Deb Munson, Treasurer; Mary Richardson, Co-Treasurer, Beth Swanson, Secretary; Mary Jennings, Vice Chair; Kandy Knowlton, Director

**Review and Approval of Agenda:** With the addition of going into executive session Motion to Accept: Mary Richardson; Seconded: Beth Swanson

**Secretary’s Report:** Motion to Accept: Deb Munson ; Seconded: Mary Richardson

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

**Donations and Contributions:** Motion to Accept: Beth Swanson; Seconded: Mary Richardson

**Treasurer’s Report:** Motion to Accept: Mary Richardson; Seconded: Beth Swanson

**Approval of Expenditures and Incoming Checks:** Motion to Accept: Mary Richardson; Seconded: Beth Swanson

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

**Executive Session**: Went into non-public at 6:51pm and back to public at 7:04pm.

**Old Business:**

Furniture: Additions to the reading nook upstairs. Patrons are starting to utilize this area and giving positive feedback.

Town Zoom account for monthly meetings: Today was supposed to be our first meeting using the town account. It didn’t work because another group was using it.

GSCU account origins: It was opened for revenue funds that are in addition to the appropriations from the town budget because there is an RSA that specifies that there must be a separate fund. At this time we will leave it to maintain the regulations stated in that RSA.

Friend’s / Luminary Fundraiser: The Friend’s are very interested in this idea for this year.

**New Business:**

Vote to extend CARES Act: Although it officially stopped at the end of December, we don’t want staff to come in sick or because required to quarantine due to COVID. The Town of Chester has officially extended it to town employees. This will be up to 80 hours. Motion: Mary Jennings; Seconded Mary Richardson. Voted unanimously to pass.

Vote to approve Substitute Library Aide Job Description: Motion Beth Swanson; Seconded Mary Richardson. Voted unanimously to pass.

Vote to hire 1-2 Substitute Library Aides; Cindy Messina and Patty Stuart: Motion Mary Richarson, Seconded Deb Munson. Voted unanimously to pass.

First Amendment Audit: Although we have not had an issue within our Library, but recently there have been issues locally. In previous meetings we have updated our safety (mask, social distancing) policy in addition to our video / photography policy. Chief Berube did state that if called, he or another officer will come to the library to help diffuse the situation, but there is no formal recourse legally. Kandy has drafted a policy that includes specific directions for the staff to manage the situation, protect any sensitive information and a plan to inform any other patrons in the library that there is a person who is currently filming.

**Plan Next Month’s Agenda:**

**Next Meeting: March 16, 2021 6:30pm**

**Meeting Adjourned:** 7:45pm

**Submitted by:** Beth Swanson, Secretary