**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Tuesday, November 16, 2021**

**Call to Order:** 6:35pm

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

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

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

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

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

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

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

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

**Old Business:** Donor Tree: Kandy spoke to Kim Misco of the Foundation in early November. No money / deposit was given to the previous estimate. Kandy shared the name of another company to order the tree. Kandy will follow up this week to see if Kim would rather us place the order.

**New Business:**

Close library 12/13 at 6pm for staff Christmas Party Motion to Accept: Mary Jennings; Seconded: Mary Richardson

2022 Holiday Calendar approved as presented. Motion to Accept: Beth Swanson; Seconded: Mary Richardson

Staff Christmas Bonuses: Gift card from local businesses for each employee. Motion to Accept: Mary Richardson; Seconded: Mary Jennings

**Plan Next Month’s Agenda:**

**Next Meeting:** 1/18/2022 6:30pm

**Meeting Adjourned:** 7:45pm

**Submitted by:** Beth Swanson, Secretary