**CHESTER PUBLIC LIBRARY TRUSTEES MEETING MINUTES**

**Tuesday, July 20, 2021**

**Call to Order:** 6:30pm

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

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

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

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

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

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

**Monthly Statistics:** Motion to Accept: Beth Swanson; Seconded: Deb Munson

**Old Business:**

Tables and chairs. The tables are on order and should be here in 8-9 weeks. Kandy found beige padded folding chairs. She has ordered 16 new chairs specifically for the Meeting Room.

**New Business:**

Juneteenth has been declared a Federal Holiday. Motion to add it to the holiday calendar. Motion by Deb Muson, seconded by Mary Jennings. Unanimously approved.

Renovation celebration: discussed having an open house with light hor d'oeuvres on Thursday, November 4th from 6-8pm. Potentially asking Judy Balk to perform the ribbon cutting at 6:30. Kandy will reach out to the Balks to see if they will be available. We will have plaques made up for the dedication of the different rooms to honor those who made the building and renovation possible.

Steve Couture came to the meeting at 7:00pm to introduce himself and discuss the needs of the Library. Discussion included talking about the potential to put a patio with outdoor seating in the rear of the building and the parking lot for the library, post office and Stevens Hall (specifically to allow for improved handicap access and maximizing space).

Budget discussion with focus on staff hourly rates. There are a number of comps that Kandy presented for library aides. Kandy would like to see an equity raise to bring the 2 Library Aide positions and Library Aide / Interlibrary Loan Coordinator into a more comparable range to other small libraries in the area. In addition we would give 3-4% COLA raises. We also discussed the potential of making the Head of Youth Services position full time and add additional responsibilities / adjust the position to Assistant Library Director.

**Plan Next Month’s Agenda:**

**Next Meeting:** September 21, 2021

**Meeting Adjourned:** 8:55pm

**Submitted by:** Beth Swanson, Secretary