

CHICHESTER TOWN LIBRARY TRUSTEE MEETING

MINUTES

July 6, 2023

Call to Order: The meeting was called to order at 1:07 p.m.

Attendees: TRUSTEES Tom Downey, Kathy Doult, and Barb Sweet. DIRECTOR Caroline Pynes.

Personnel Manual: The attendees worked on a new/revised Personnel Manual. **Caroline** will bring a copy of the new form she is using for performance reviews to the next trustee meeting. **Caroline** will call the town to see if Dan's timesheet can come in on Monday afternoon.

Adjourned: The meeting adjourned at approximately 4:00 p.m.

Signature

Date

Barbara A Sweet

7/10/23

Thomas Downey

7/10/23

Kathryn E. Doult

07/10/23