

Chesterfield Public Library
Board of Trustees
MEETING MINUTES
June 19, 2018

Attending: Gail Fleming (Alternate), George Preston, Jill Dumont, Bruce Potter, Ed Cheever (Alternate), Carole Wheeler, David Smith, Linda Skrzyniarz
Absent: Cathryn Harvey
Public Attendee: Ron Scherman

1. Call to Order @ 7:00PM
2. Financial Report – Ms. Dumont FY2018 Overview
 - a. Balance Sheet- Negative balance showing in Town Appropriated Funds is not accurate. Dumont explained that instead of an annual payment for Director’s insurance, there will be monthly payments by the Town. At our November meeting, we should decide if we want to pay up the insurance until June 30th, the actual end of the insurance year, and budget differently for insurance costs in 2019.
 - b. YTD Actual vs Budget - Preston said our budget is on target at the 44% mark for the year - Lines 300 Personnel and 500 Collections reflect overages due to anticipated annual insurance costs (this will be corrected as monthly payments begin) and Children’s collection purchases. Preston noted budget savings in Line 705. Atrium start up costs were not as great as anticipated. There may be approximately \$2000 extra.
 - c. Bank Activity - Dumont reported that the Library’s checking account has incurred low balance fees the last few months. People’s Bank has agreed to refund the \$10 charged.
3. Secretary's Report, Minutes of May 15, 2018 - Preston suggested minor changes and additions. The Board approved the minutes of the May 15th meeting as amended.
4. Director’s Report
 - a. Youth Services Assistant recommendation - 26 applications were received including 8 Master’s candidates. Preston interviewed 8 people, and recommended M. Louise Roche from Keene. She will be working approximately 6 hours/week at \$9.25 per hour. The budget did not reflect this position until our last meeting when we approved \$1000. The money approved to fund this position will get us through the summer into September. The Trustees agreed to accept Preston’s recommendation and authorized him to hire Roche as part time temporary help for the summer.
5. Old or Unfinished Business.
 - a. Painting update- Work is starting Monday, June 25. Preston will be on vacation. He asked for someone to oversee the job and make sure rotted boards in the corner be replaced as agreed, spray wash include brushing, and that air sprayed paint be brushed in. Potter agreed to watch over the painting process, with support of the rest of the Trustees when visiting the Library during the 10 days of painting.

- b. Summer Reading Program Launch – June 22, Friday, 6:30PM Wildlife Encounter in the Town Hall. Sign-up for the summer program began on Monday. New hire will be attending the launch.
- c. CD matured awhile back- Dumont wanted to know how to reinvest. Dumont will research rates available at People’s Bank. Potter suggested investing \$5000 for 90 days. Cheever and Preston suggested investing smaller amounts (\$2500) for longer periods, to earn more dividends.
- d. People’s Bank is charging us a monthly fee for our interest bearing checking account because the account balance is falling below required amount. Dumont will change the account to non-interest bearing.

6. New Business

- a. Capital Replacement Fund Warrant Article (See attached Library Projects List)- what’s left in our Capital Fund (Smith calculated about \$12000)and how do we replenish? Smith helped Preston get CIP (Capital Improvement Plan) from the town. There was a tentative decision made by the Facility Committee to have a Warrant Article every year to put away money for the library. Cheever said that most Trustees don’t want Library money lumped in with the Town and suggested we ask Selectmen how much of the Town’s money is available to the Library for building maintenance. Smith said we need to get the Library’s projects on the list of Town Buildings Maintenance Capital Reserve Fund AFTER we spend down our current Expendable Fund. Preston and Selectman Norman VanCor will be looking at Library lights and trees around the Library tomorrow. Potter and Harvey will keep working on the CIP to present to the Town.
- b. Nicole Martin submitted her letter of resignation. A motion was made and seconded to accept her resignation from the Board of Trustees. The Board thanked Nicole for her time served as a Library Trustee.
- c. Bookkeeping - Dumont explained that Pam Doyle was a QuickBooks expert but not a bookkeeper and that she was no longer providing services to the Library. Potter asked if we needed to hire a bookkeeper. Dumont and Russell would like to do the books themselves, and have someone audit them every quarter or biannually. Cheever said the Auditors for the Town are late doing their job this year. A decision was made to let Dumont be in charge of the checkbook and its monthly reconciliation. Dumont will make sure the 2017 books are ready for the auditors.
- d. Saturday, August 4th - Annual Silent Auction hosted by the Library Trustees. Donations are needed! Dumont noted that gift certificates seem to do well. Preston will have Antje put this event on social media. The Silent Auction will begin during Old Home Days, August 4th, and end on Saturday, August 25th. Dumont will coordinate with Fran Shippee.
- e. Payroll - Potter wants employee hours to be handed in on Monday at noon as requested by the Town. Preston agreed and a decision was made by the Trustees to have this be standard practice.

7. Public Comment - none

8. Summary of Decisions Made

- a. The Trustees agreed to accept Preston’s recommendation and authorized him to hire Roche as part time temporary help for the summer.

- b. Dumont and Russell will be in charge of the checkbook and its monthly reconciliation.
 - c. Preston will submit employee hours to the Town on Monday's before noon.
 - d. The annual Library Trustees' Silent Auction will be held August 4-25.
9. Assignments for Next Meeting
- a. Potter will oversee painting project beginning Monday, June 25th.
 - b. Dumont will visit People's Bank to change Library's checking account to non-interest bearing and will check current CD rates.
 - c. Potter and Harvey will keep working on the CIP to present to the Town.
 - d. Dumont will make sure the Library's FY2017 books are ready for the auditors.
 - e. Preston will ask Antje Hornbeck to post Silent Auction on social media.
 - f. Dumont will coordinate Silent Auction with Fran Shippee.
10. Adjourn at 9:00 PM

Respectfully Submitted, Linda Skrzyniarz, Secretary