

Chesterfield Public Library
Board of Trustees Meeting
March 15, 2022

MINUTES

Attending: Chair Bruce Potter, Whitney Vonderhorst, Fran Shippee (FOL), Vickie Herrick, Carole Wheeler, Director Kathleen Packard, Linda Skrzyniarz
Absent: Ron Scherman, Cathy Harvey, Scott Riddlemoser
Public Attendees: Jill Dumont

1. Call to order – Chair Potter at 6:35 PM
2. Public Comment – Welcome to our new Trustees and thank you to Jill Dumont.
3. Secretary’s Report – Minutes of February 15, 2022 and March 1, 2022 – The Minutes of both meetings were reviewed online prior to this meeting. Paper copies were given to the two new Trustees for their review. A Motion was made by Herrick, seconded by Wheeler, to accept the February 15, 2022 Minutes as written. The Motion passed by unanimous vote. A Motion was made by Wheeler, seconded by Potter, to accept the March 1, 2022 Minutes as written. This Motion also passed unanimously.
4. Financial Report – presented by out-going Treasurer, Dumont
 - a. Balance sheet – The second installment of Town Appropriated Funds will be available next month.
 - b. YTD Actual vs. Budget – Operations at 25%, Salaries & Benefits at 18.3%
 - c. Last month’s bank activity – Annual computer maintenance completed by Pratt
5. Director’s Report – Director Packard – Some window screens need repair after the winter. Coll’s Cleaners has agreed to clean the Plexiglass area and the salt stains on the carpet squares. Pinney adjusted the faucet temperature. Packard is searching for a new drinking water supplier. Programming this month includes Blizzard of Books, Bingo Cards for National Reading Month, and a virtual presentation on the history and conflict of Russia and Ukraine on March 16th (as highlighted in the Keene Shopper). CJ Tunstin was the “Blind Date with a Book” winner. Future programming includes another virtual presentation titled “A Recipe for Success: Finding Women Through Community Cookbooks”, metal detecting, a Talk About Race, and afterschool game time. Packard attended a webinar on Leveraging Social Media and will be attending the Public Library Association virtual conference March 23-25. Regular maintenance was performed on the computers. Packard has received special pricing for software from Microsoft for Educators and is getting quotes for future website work when needed. A per diem employee position is open. Planning for the Summer Reading Program, with an ocean theme, is underway. Packard provided Trustees information on the upcoming NHLTA conference for Trustees.

6. Old Business - none

7. New Business

- a. Election of Officers – A Motion was made by Potter, seconded by Skrzyniarz, to appoint Whitney Vonderhorst as Treasurer of the CPL Board of Trustees. A unanimous vote followed discussion of the requirements of the position, including access and signing capabilities for Trustee accounts. A Motion was made by Potter, seconded by Vonderhorst, to appoint Linda Skrzyniarz as Secretary of the CPL Board of Trustees. This Motion also passed unanimously. The Election for Chair was postponed until the April meeting when more Trustees could be in attendance.
- b. Summer Reading Program funding – Packard noted that grants were harder to get this year. Staff would like to reserve an inflatable humpback whale, sign up for a virtual whale watch, and possibly schedule some performers for the program. Packard asked the Trustees to agree to use the remaining Wolnick bequest balance of \$450 as partial funding. A Motion was made by Potter, seconded by Wheeler, to close out the Wolnick account so 100% of the money could be used for the summer reading program. The Motion passed by unanimous vote.
- c. American Rescue Plan Act – The Town has received a sum of money for post covid items. Trustees discussed asking to use some of the money for a new air system (ventilation, filtration, and air conditioning) for the Library. Potter and Skrzyniarz will pursue this idea.
- d. A Warrant of \$7500 for painting and trim repair was passed at Town Meeting. Potter stated this included outdoor painting at the Library.
- e. Vonderhorst might know of a person willing to serve as an Alternate Trustee. Two are needed.

8. Public Comment - none

9. Summary of decisions made

- a. Whitney Vonderhorst was elected Treasurer of the CPL Board of Trustees and with the position given access and signing authority for all CPL bank accounts.
- b. Linda Skrzyniarz will continue as Secretary of the CPL Board of Trustees.
- c. Chairperson of the CPL Board of Trustees will be decided in April.
- d. Wolnick bequest funds will be used to fund Summer Reading Program activities.

10. Assignments for next meeting

- a. Packard will send a link to the American Rescue Plan to Skrzyniarz.
- b. Packard will call NHLTA about membership fees.
- c. Potter will contact the Town about the Warrant for painting.
- d. Vonderhorst will meet with Dumont and Claudette Russell to learn QuickBooks.
- e. Skrzyniarz will update Trustee notebooks for the two new Trustees.

11. A Motion to Adjourn was made by Wheeler, seconded by Potter, and passed by unanimous vote. The meeting adjourned at 8:04 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary