

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, October 15, 2019**

MINUTES

Attending: Gail Fleming (Alternate), Claudette Russell, Bruce Potter, Carole Wheeler, Scott Riddlemoser, Jill Dumont, Linda Skrzyniarz

Absent: Cathy Harvey, Ron Scherman

Public Attendees: none

1. Call to order – Mr. Potter @ 6:26 PM
2. Public Comment - none
3. Secretary's Report – Minutes of September 17, 2019 – Ms. Skrzyniarz- The September Minutes were reviewed. A Motion was made by Dumont, seconded by Wheeler, to accept the Minutes as written. The Motion passed by unanimous vote.
4. Financial Report – Ms. Dumont- Town Appropriated Funds were received. A Motion was made by Potter, seconded by Wheeler, to accept the Treasure's Report as presented, which passed by unanimous vote.
 - a. Balance sheet – Time for another CD from Non-Lapsing Funds
 - b. YTD Actual vs. Budget – remains at 49% due to deposits
 - c. Last month's bank activity – includes Silent Auction proceeds
5. Old Business
 - a. Policy work to resume in the winter
 - b. The Big Shift/Shelves – Riddlemoser presented updated quotes from Donnegan Systems. After discussion, a Motion was made by Wheeler, and seconded by Potter, to accept the quotations for new shelving. The Motion passed by unanimous vote. Riddlemoser found a color match, Frost #6, as close to Library's current shelving as possible. New shelves will have wood boundaries with laminate tops. Russell will pick the color. The Selectman have asked the Trustees to use \$8000 of current Library funds for Phase One, and budget for the rest. The Big Shift was discussed in phases; Phase One: 8 rolling carts; Phase Two: 15 Carts; Phase Three: Carpeting & Furniture; Phase Four: Creating Director's Office & Redesigning storage space.
 - c. Silent Auction – proceeds were down a little from last year but final tally is \$2,351. Russell asked to have new chairs (cost \$250) purchased for Staff, which was approved. Dumont made a Motion to donate \$750 to the Library Endowment Fund from the auction proceeds. The Motion was seconded by Wheeler; the Motion passed by unanimous vote.
 - d. Russell received a quote for window cleaning from Coll's Clean for \$250. This quote was accepted and work date is to be set by Russell.

6. New Business

- a. Draft Budget – Dumont presented the first draft of the Library’s 2020 Budget, explaining that staff work hours remain the same, but reflect 53 pay weeks, COLA’s, and Steps. Patron and Staff computers and a charging station were identified as additional needs for the Library’s upgraded networking system, so line 460 was increased by \$1500. The Selectboard also suggested including Phase Two of the Big Shift in the 2020 Budget, so line 760 was increased by \$22,000. A Motion was made by Potter to accept the Draft Budget as presented by the Budget Committee, with an additional \$1500 for computers and \$22,000 for shelving. The Motion was seconded by Wheeler; the Motion passed by unanimous vote. The Draft Budget will be presented to the Town in one week.
- b. Russell noted that the Library sign out front needs painting before winter; Potter volunteered to paint it. Russell also noted that the outside Book Return box is rusting and needs painting soon.
- c. Skrzyniarz reported that a Regional Trustee Meeting for the Monadnock Area was being held at the Dublin Public Library on October 25th from 12-2. Anyone interested in going needs to sign up.
- d. Russell is attending a NHLA conference on November 1st. LaRue is attending the CLNH fall conference in Plymouth on October 24th.
- e. November 1st was the date selected for requiring a password for public WIFI access. Russell will begin publishing the password and post it on the Library door. Riddlemoser will purchase the router needed to accept the free 1 GB line coming in from Consolidated.

7. Public Comment - none

8. Summary of decisions made

- a. A donation of \$750 will be given to the Library Endowment Fund.
- b. The Draft Budget for 2020 was approved with additional money added for computers and shelving.

9. Assignments for next meeting

- a. Dumont will go to People’s Bank to open a last quarter CD.
- b. Russell will buy new chairs for Staff, and pick a laminate color for the tops of new shelving.
- c. Riddlemoser will purchase a new router for the Library.
- d. Potter will paint the Library’s sign.
- e. Riddlemoser and Potter will present the draft budget to the Budget Committee on Tuesday, October 22nd.

10. Executive Nonpublic Session entered at 7:50 PM for discussion of Director search, returning to Public Session at 8:25 PM.

11. Adjourn @ 8:25 PM

Respectfully submitted by Linda Skrzyniarz, Secretary