

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, February 16, 2021
MINUTES**

Attending in person: Chair Bruce Potter, Carole Wheeler, Ron Scherman, Bill McCarty (ALT), Jill Dumont, Linda Skrzyniarz

Attending via Zoom: Director Beth Ruane, Fran Shippee (FOL), Cathy Harvey, Scott Riddlemoser

Absent: none

Public Attendees: none

1. Call to Order – Mr. Potter @ 6:30 PM following Zoom protocol
2. Public Comment - none
3. Secretary’s Report – January 19, 2021 – Ms. Skrzyniarz - The January Minutes had previously been reviewed online, with no corrections suggested. The exact amount of money returned to the Town was doublechecked for accuracy. Wheeler motioned to accept the Minutes as written; Scherman seconded. After a rollcall vote, the Motion passed unanimously.
4. Treasurer’s Report – Ms. Dumont
 - a. Balance Sheet – Quarterly funds from Town have been received.
 - b. YTD Actual vs Budget – spending at 9.1%
 - c. Last Month’s Bank Activity - Annual Book Systems, Inc (Atrium) Fee of \$1490 was paid.
5. Director’s Report – Ms. Ruane – Low shelving placement has been finalized. Weeding of the collection continues, with the goal of 3000 items by the end of March. The Zoom program, “(Not so) Elementary My Dear Watson”, was well received. Two more programs, on poetry and The Constitution, are being planned. Curbside hours have been streamlined and extended to Tuesday and Thursday from 11-6, and Saturday from 10-12. The Library Staff is also offering computer assistance with registration for Covid-19 vaccines.
6. Old Business
 - a. The Big Shift – The Library layout is set except for young adult section. In that section, there will be quiet areas for studying as well as café tables and comfortable seating areas for lounging. Baystate Books will be coming at the very end of March to collect the weeded materials.

- b. Coronavirus Response / Reopening – If numbers continue heading in the right direction, Staff are hoping to potentially reopen in mid-April. Air quality issues needs to be addressed. However, when the weather turns warmer, windows can be opened for cross ventilation. The tentative plan is to offer two 30-minute appointments each hour in the morning, cleaning time between morning and afternoon patron usage, and afternoon access to the Library by capacity. More details will be forthcoming. Covid-19 protocols, including the wearing of masks and the use of hand sanitizer, will be required. Harvey suggested looking into an HVAC system for the Library before next winter. Potter suggested installing mini-splits. The two Trustees will work together to get estimates in preparation for a potential Warrant article to help with the cost of improving air quality.
 - c. Staff Evaluation/Raise Policy discussion continued from last month – Cost mitigating ideas were shared by Riddlemoser from research done with the Keene Library and the School District. Dumont explained that the Library’s current Personnel Policy has caps for steps for the first 5 years of employment, then longevity increases every 5 years thereafter. Raises are not automatic, and Trustees must approve all raises, except for COLA. Potter saw no immediate need to revise the policy. Ruane will continue to work on a revised evaluation form.
7. New Business
- a. Update contact list – Skrzyniarz is updating the Trustee contact list. Any changes to home address, phone, or email should be sent to her.
 - b. Two positions are up for re-election this year: Harvey & Skrzyniarz. (Next year: Potter) The Trustee Executive Committee members will be decided at the Trustees’ March meeting.
8. Public Comment - none
9. Summary of Decision Made: The current Personnel Policy of steps and raises will be followed for Staff evaluations.
10. Assignments for Next Meeting
- a. Ruane will continue working on creating a new Staff Evaluation form.
 - b. Potter and Harvey will look into the cost of HVAC systems.
11. A Motion was made by Harvey to Adjourn at 7:30 PM, which Wheeler seconded. After a rollcall vote, the Motion passed unanimously.

Respectfully Submitted by Linda Skrzyniarz, Secretary