

Chesterfield Public Library
Board of Trustees
Tuesday, November 15, 2022

Present: Cathy Harvey, Bruce Potter, Carole Wheeler, Vickie Herrick, Ron Scherman, Michelle Fuller, Scott Riddlemoser (left at 7 p.m.), Ed Cheever (alternate for Scott Riddlemoser beginning at 7 p.m.), Heather Madden, Clai Lasher-Sommers, Jay Gaudry (Friends liaison), Judy Idelkope (selectboard liaison; left at 7 p.m.)

Absent: Amy Neal

Meeting called to order at 6:31 p.m.

Call to order and Celebrations

Introduction of the new library director, Clai Lasher-Sommers, who began October 27, 2022.

Scott Riddlemoser has been appointed by the selectboard to fill the vacancy created when Whitney Vonderhorst resigned from the board.

Secretary's Report

Two corrections were noted for the minutes from the October 18, 2022: (1) the amount of the decrease to the CD line for the 2023 budget should have been "from \$500 to \$250" and (2) on page 2, in last paragraph under New Business, Mr. Wheeler should be Ms. Wheeler. Motion made by Ms. Wheeler to accept minutes as amended; seconded by Mr. Potter. Motion passed.

Finance Report

Ms. Lasher-Sommers provided a current budget report. Discussion of line 860 for oil noted that the library shares a contract for oil with the town, with the library billed separately for their deliveries.

Director's Report

Ms. Lasher-Sommers outlined some of what's occurred since she began her position, including coordination with staff to review workflows; withdrawing 686 outdated or poor condition books from the collection; adding 108 new books to the collection; reviewing process for 1099s and certificates of insurance for contractors; and utilizing software for efficiency.

- a. Board contact information and organization: existing list was reviewed by board members to update/add their information. Ms. Fuller has offered to be the board treasurer. Mr. Riddlemoser has offered to serve as secretary. Motion made by Ms. Harvey to appoint Ms. Fuller as treasurer and Mr. Riddlemoser as secretary until the March 2023 elections; seconded by Ms. Wheeler. Motion passed.
- b. Budget: Ms. Lasher-Sommers provided a draft budget for 2023, where she updated some terminology to be more accurate, such as line 450 changed to Contractual Services and line 470 changed to Software. This draft includes an increase to the book budget by \$900 to allow for weeding and enhancing the collections; movie

licensing added for \$350. Motion made by Ms. Harvey to decrease Furniture & Equipment from \$1,500 to \$1,000 and increased Children's Books from \$4,000 to \$4,500; seconded by Ms. Wheeler. Motion made by Mr. Potter to accept this draft budget as amended, seconded by Ms. Wheeler. Budget to be presented to the budget committee on Tuesday, December 13 and then to the selectboard on December 30.

c. Committee Reports

Mr. Potter spoke with Richard Pratt, who will complete a schematic design for a new HVAC system by December 2.

d. By-laws

Ms. Harvey advised that an attorney has review the draft by-laws and did not have any suggested changes. Motion made by Ms. Harvey to change Article V, Section 2, to read "**Section 2.** the Librarian shall have education of sufficient breadth and depth to give leadership in the use of books and related materials. The Librarian shall be appointed by the Board of Library Trustees for a term of office agreed to at the time of employment."; seconded by Ms. Wheeler. Motion passed. Ms.

Lasher-Sommers recommended the by-laws be passed but not filed with the State yet, to wait until personnel policies have been reviewed and revised. Motion made by Ms. Harvey to pass by-laws as amended but defer filing them with the State; seconded by Ms. Wheeler. Motion passed.

e. Personnel committee: the committee is continuing to review policies. Any board members with suggestions should provide those directly to the chair of the committee, Ms. Herrick.

f. Cleaning update and/or contracts: Coll's Cleaning is the current cleaner. Ms. Harvey and Ms. Lasher-Sommers will ensure a contract is in place with this vendor.

Public comment

Heather Madden noted she may have inadvertently violated Right-to-Know (RTK) with a communication outside of a meeting regarding the draft by-laws and offered to submit written records of her emails from that exchange. The communication was not within a quorum and was not used to circumvent the spirit of the law, so most likely not a violation. Motion made by Ms. Herrick to accept Ms. Madden's documentation; seconded by Mr. Potter. Motion passed.

Stephanie Pratt read a statement regarding communications, some containing threats, received since her husband Gregory attended a prior Trustee meeting and spoke during the public comment period where he expressed concerns about actions made by this board.

Linda Skryniarz had inquiries regarding the personnel committee and about the meaning of the initials on tonight's meeting agenda under New Business.

Jill Dumont provided background on QuickBooks and suggestions for preparing to present the budget to the budget committee.

Jay Gaudry provided updates on Friends fundraisers: 77 tickets sold for Fred Marple event, netting a \$600 profit. Bake sale on November 8 at elections with baked goods donated by community members generated \$1,100. The silent auction is currently in progress at the library and runs until December 10.

New business

- a. Library security: Ms. Lasher-Sommers has a company coming to obtain an estimate for slam buttons (direct communication to 911) and for a coded door lock.
- b. 1099s - Ms. Lasher-Sommers will coordinate with the town to ensure 1099s are issued to independent contractors in compliance with IRS regulations.
- c. RFP: Ms. Lasher-Sommers is working on a request for proposal (RFP) for a company to provide computer services.
- d. RTK: Ms. Harvey provided reminders regarding the Right-to-Know law and appropriate board communications outside of meetings. She also mentioned a NH Municipal Association webinar on this topic held in September, which was recorded and available on the NHMA website.

Non-Public Session 1

Motion was made by Ms. Havrey and seconded by Ms. Wheeler to move into non-public session under RSA 91-A:3, II(c) - Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. Roll call vote was taken (Ms. Harvey: Yes, Mr. Potter: Yes; Mr. Scherman: Yes; Ms Wheeler: Yes, Ms. Herrick - Yes, Ms. Fuller: Yes, Mr. Cheever: Yes) and the motion passed unanimously. Entered non-public session at 7:59 p.m.

Motion was made by Ms. Harvey and seconded by Ms. Wheeler to leave non-public session and resume the public meeting. The motion passed unanimously. Public session reconvened at 8:45 p.m.

Ms. Wheeler made a motion to seal the non-public session minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Motion seconded by Mr. Scherman. Roll call vote was taken (Ms. Harvey: Yes, Mr. Potter: Yes; Mr. Scherman: Yes; Ms Wheeler: Yes, Ms. Herrick - Yes, Ms. Fuller: Yes, Mr. Cheever: Yes) and the motion passed unanimously. The minutes are sealed.

Non-Public Session 2

Motion was made by Ms. Havrey and seconded by Ms. Wheeler to move into non-public session under RSA 91-A:3, II(I) - Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present. Roll call vote was taken (Ms. Harvey: Yes, Mr. Potter: Yes; Mr. Scherman: Yes; Ms Wheeler: Yes, Ms. Herrick - Yes, Ms. Fuller: Yes, Mr. Cheever: Yes) and the motion passed unanimously. Entered non-public session at 8:47 p.m.

Motion was made by Ms. Harvey and seconded by Ms. Wheeler to leave non-public session and resume the public meeting. The motion passed unanimously. Public session reconvened at 9:01 p.m.

Ms. Harvey made a motion to seal the non-public session minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. Motion seconded by Ms. Wheeler. Roll call vote was taken (Ms. Harvey: Yes, Mr. Potter: Yes; Mr. Scherman: Yes; Ms Wheeler: Yes, Ms. Herrick - Yes, Ms. Fuller: Yes, Mr. Cheever: Yes) and the motion passed unanimously. The minutes are sealed.

It was noted there will be four Trustee positions on the ballot in March 2023, the positions currently held by Mr. Potter, Mr. Scherman, Ms. Fuller, and Mr. Riddlemoser.

Motion was made by Ms. Wheeler to adjourn the meeting and was seconded by Mr. Scherman.

Meeting adjourned at 9:07 p.m.

The only governmental records attached to these public minutes by the Board of Trustees are the email message provided by Ms. Madden during the Public Comment section of this meeting.

These minutes were recorded by Michelle Fuller.