

CHESTERFIELD LIBRARY BOARD OF TRUSTEES

FEBRUARY 21, 2023

Present: Scott Riddlemoser, Bruce Potter, Vickie Herrick, Carol Wheeler, Michelle Fuller, Cathy Harvey, (Chair), Heather Madden (alt. filling in for Ron Scherman), Amy Neal, (alt.), Jay Gaudry (FOCL), Gary Winn (filling in for Judy Idelkope), Clai Lasher-sommers (Director)

Absent: Ron Scherman

Meeting was called to order at 6:30 PM.

Financial report was submitted.

Secretary's reports

Harvey had amended the minutes at the time that they were written to add that no decision had been made by the Board in January concerning the Board paying the Director's health insurance but that the Director was authorized to investigate if and how it could be done and then report back to the Board at our February meeting. Herrick made a motion to accept the minutes as amended and Riddlemoser seconded it. The motion passed unanimously.

Potter made a motion to accept the special meeting minutes of February 7th with the addition of Maddie's last name of McLaren. Riddlemoser seconded it and the motion passed unanimously.

Director's report

Open house was well received with over 60 people attending . Baker and Taylor are recycling culled books as the weeding project continues. The Director shared a copy of the Annual Report that was sent to the town to be printed. The Director and the Chair reported on the many positive comments made concerning the upgrading of the collection, Monadnock Flooring has been called concerning the poor condition of the floor in the back room. The number of books taken out and the number of patrons has increased by 50% and the number of children's books taken out has doubled. A Saturday story hour has been added twice a month for working parents. Maddie McLaren has been hired to fill the Library 1 position and the Director reported that she is having no trouble fulfilling the job description. There will be a training for all staff on Atrium updates. The corroded plumbing under the sink has been repaired.

Old Business

Potter and the Director will meet with matt Beam, a plumber, concerning the heating system in the back room on March 1st.

The IT review and recommendations have been accomplished

The Chair has asked Teddy Fuller if he is interested in performing a financial audit for the library. The Chair will continue to follow up with him.

HB 72 filed by the Chair is on its way to the Senate having passed the House unanimously on a voice vote.

Public Comment

Jay Gaudry reported that two programs have been booked with NH Humanities, March 28th with Jane O'Neil virtually and May 13th in person with Priscilla Weeks, a quilter. Attendees are encouraged to bring the Show and Tells.

On Monday April 10th, the Spice Club will hold its first meeting to present how to cook or bake using that month's spice. Local chefs will be hosting the presentations.

A scrapbooking crop will be held the first weekend in April

Gary Winn reported that the AARPA funds have not yet been spent. The Selectboard is considering a few other projects. They are also rewriting the town personnel policy. Winn will send a copy to the chair when it is finished.

There will be a Meet the Candidates night on March 5th moderated by Barbara Girs.

New Business

The Board is continuing its policy audit. As Chair of the policy committee, Herrick will convene the committee to work on a volunteer policy and a health and safety policy.

Wheeler moved and Riddlemoser seconded that the Finance policy be accepted with some housekeeping amendments that were suggested by Treasurer Fuller. The amendments have been incorporated into the policy which will go online for public viewing. The motion passed unanimously.

There was discussion concerning the two-person policy in the personnel policy. Harvey motioned that the wording of that section of the policy state: that the Director will be responsible for arranging both the staff member and the volunteer if and when one is available to work during regularly scheduled hours of operations when needed. Wheeler seconded the motion. The motion passed 6-1 with Fuller opposing. All other amendments had been incorporated into the policy in prior Board discussions.

Wheeler motioned that the Personnel Policy be adopted as amended. Riddlemoser seconded the motion and it passed 6-1 with Fuller objecting.

There was discussion that an Appendix B had been added to the Bylaws to explain the duties of the Treasurer, that the meeting date had been left open ended, and that Article V Section 2 be worded to be in compliance with RSA 202-A:15. Discussion followed concerning the Secretary's role in Appendix A in distributing the minutes. Harvey motioned that Appendix A remain as written. Wheeler seconded the motion and it passed 5-2 with Madden and Fuller objecting.

Harvey moved to accept the Bylaws as amended and Wheeler seconded. The motion passed 5-2 with Madden and Fuller objecting.

Madden asked if the BOT shared an EIN number with the town and Harvey answered in the affirmative.

Harvey made a presentation to Potter and Riddlemoser who will be leaving the Board after the town meeting in March

Harvey made a motion to enter nonpublic at 7:47 PM 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. It was seconded by Riddlemoser. A roll call vote was taken to enter into nonpublic: Harvey – yes, Potter – yes, Riddlemoser – yes, Madden – yes, Herrick – yes, Wheeler – yes, Fuller – yes.

Neal was invited to join the non public session as a non-voting alternate. The Director was also invited to attend.

The Board returned to public session at 8:30 with a motion made by Harvey and seconded by Riddlemoser. The motion passed unanimously. Harvey made a motion seconded by Riddlemoser to seal the minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. A roll call vote to seal the minutes was taken: Harvey – yes, Potter – yes, Riddlemoser – yes, Madden – yes, Herrick – yes, Wheeler – yes, Fuller – yes. The minutes are sealed.

Wheeler made a motion to adjourn the meeting at 8:31. It was seconded by Potter and passed unanimously.

There are no governmental records attached to these minutes.