

Chesterfield Public Library
Board of Trustees Meeting
September 20, 2018
MINUTES

Present: Dave Smith, Bruce Potter, Jill Dumont, George Preston, Ron Scherman, Cathy Harvey, Gail Fleming, Carole Wheeler, Linda Skrzyniarz

Absent: none

Public Attendees: none

1. Call to Order @ 7:05 PM/Agenda reviewed by Mr. Potter
2. Executive Nonpublic Session entered at 7:10 PM for Director Evaluation, returning to Public Session at 8:10 PM.
3. Evaluation of Director /Discussion of Preston's first year as Library Director – Potter explained that the Executive Committee, with the help of the Board of Trustees, had completed its evaluation of Preston. The Trustees were pleased that Preston had successfully met many of the objectives he had set for himself in his first year and thanked Preston for his hard work updating the library system with Atrium. Potter said Preston did a great job bringing the Library into the 21st century. Potter asked Preston for a description of his vision for our Library: Preston wants to have all shelves be 75-80% full so that books and DVD's can be face out and attract readers and viewers. Weeding parameters have changed because of employee pushback, but he would like to see a more "hardcore" circulating library with books which have been checked out of the library within the last 7 years. For Preston's second year, the Trustees would like to see better communication with the Board and with the other Library employees. Potter continued that the Trustees would like to see more of a team atmosphere in the library between the Director and the employees. Preston has met resistance to change, so Trustees would like to see both the employees and the Director come to the Board with problems that concern library policies. One such policy, the two person rule, is difficult to follow due to budget restrictions and staffing according to Preston. Potter suggested that the Board reconsider staffing needs and hours of operation as the new FY2019 budget is worked out. Preston reported that there are two hours when all four library employees are in the building and they can use this time to talk weekly. Harvey suggested adding time/money next year to the budget for all four to be onsite before the library opens. Preston is looking into other libraries similar to ours to compare collections and budgets. Currently, Preston is following a \$500 or less limit for spending, without the approval of the Board. As Treasurer, Dumont would like more information about purchases before signing checks. The Trustees also asked Preston to be in the Library building 28 hours, using the 7 flex hours built into his 35 hour schedule to do work required outside of the Library. Extra hours worked should not be recorded on the timecards and accumulated as comp time. Preston disagreed saying that he gets the job done and can't always get the job done in the hours allotted. Possibly making the Director's job a salaried position will be researched by the Trustees for further discussion. The Board wants to help support Preston in his job.
4. Financial Report – Ms. Dumont
 - a. Balance Sheet; YTD Actual vs Budget – Dumont reported that employee insurance and benefits are going to be moved into the Salaries for Personnel section 310 of the budget. The Town is going to be paying them directly from now on, rather than forwarding the money to the Library, and the Library making the payments. Preston is trying to get actual insurance figures from Alyssa for budgeting purposes for HealthTrust and Primax

(Workers Comp, Unemployment benefits, and Property and Liability). Dumont wants to have copies of the actual policies.

- b. Last Month's Bank Activity – includes monies made during book sale of \$847. Money from the Silent Auction will show up in next month's reports.
 - c. Auction Summary - Approximately \$3000 was made during the auction. A donation to the Library Endowment Fund and will be discussed at the next meeting when Dumont brings the exact figure of money made from the Silent Auction to the Board.
5. Secretary's Report, Minutes of August 21, 2018 – Mrs. Skrzyniarz. The Board approved the Minutes of the August meeting as written.
6. Director's Report – Mr. Preston
- a. FY2019 Budget – Preston has been working on the first draft of the new budget and will put together a budget packet for the Trustees. He is trying to format our budget to follow the Town's. The Select Board 's meeting for the Library budget is October 24th @ 6:30 at the Town Offices. We need to have our budget ready before then, basically last year's budget of \$160, 000 plus 2.7% COLA, a zero based budget, with 2.7% applied to everything.
 - b. FY2019 Capital Projects
 - i. Lighting \$20,000 near term – Preston has contacted the State for the grant for half of the funds needed, using 52 hours as the actual time the Library is used per week. Harvey said the Town is aware of the need and it was mentioned to her that the Town may be able to move a Town project back in order to help fund the lights.
 - ii. Furnace \$13,500 1-5 year project- Preston said the furnace is working well now, but some parts are out of code. Smith and Harvey said that the furnace is on the Town's budget for 2 years from now.
7. Old or Unfinished Business - none
8. New Business
- a. Preston wants to buy a \$1500 Disc cleaner and an AED for \$1000 (secondary purchases if money is available at the end of this year's budget). AED purchase was requested by the Fire Dept. A grant for half the original price for an AED runs out October 4th. Trustees questioned whether it was worth the purchase price if it is just for use in the library when it is open. A decision was made to purchase one from Town Appropriated Funds, if available, or use the Library's Non-Lapsing Funds, if necessary, since the Library is used approximately 52 hours a week by various groups of people.
 - b. Book Sale – The Library displayed over 5500 books to sell, many of which were donated. Harvey noted that we also got a lot of books to the right people with the leftover books from the sale. Preston received thank you's from organizations where leftover books found a new home. Fleming hopes another book sale will line up with Old Home Day in future years. Dumont & Skrzyniarz commented that the set-up and take-down of the book sale was a lot of work for an \$800 profit. Preston does not have any books for sale right now as he tries to clean up the clutter in the front of the library. Weeding will continue and donations will still be accepted. Preston is going to ask an interior designer for help with envisioning library displays.
 - c. Library Stats – According to Smith, the Budget Committee likes to have a Library stat sheet in front of them at their meeting. They are interested to know how many patrons use and support the Library. A visual aid would be helpful and interesting to

the committee, noting this year may be favorable to ask for Town money for the Library. Harvey is worried that the number of people who come into the library doesn't reflect how many people actually use the Library's other services.

- d. Preston reported that a new book club is forming at the Library.
 - e. Open Meeting discussion– the Library cannot be locked during the Trustee Meeting. All lights should be left on to encourage the public to attend anytime during the meeting. A “Public Comment” time should be added to the beginning of the Agenda.
9. Public Comment – none
10. Summary of Decisions Made
- a. The Board of Trustees recognized Library Director Preston's success in achieving many of his personal first year goals, as well as bringing the Library up to 21st century standards. The Board asked Preston to work on his communication with both the Board and his employees, promoting a healthy team atmosphere in the Library. Staffing issues and concerns need to be brought to the Board for resolution. Preston was asked to be in the Library 28 hours each week and to use 7 flex hours as needed outside the Library. Comp time will be discussed again at the next meeting, but no comp time is to be accumulated before the October meeting. The Director's spending cap, for purchases not requiring Board approval, will remain at \$500 or less. Preston must ensure that the two person staffing policy is followed. The Board offered Preston their support for his second year in Chesterfield.
 - b. The Board authorized Preston to submit a grant for the purchase of an AED before October 4th, in order to receive funding for half the cost.
 - c. The Board authorized Preston to purchase an AED for the Library using Town Appropriated Funds, if available, or Non-Lapsing Library Funds if not.
 - d. A decision was made to add “Public Comment” to the beginning of the Trustee Meeting Agenda, in addition to the end of the meeting.
 - e. The Board will encourage Chesterfield residents to attend monthly Trustee Meetings by leaving all of the Library's lights on and keeping the front door unlocked during the entire meeting.
11. Assignments for Next Meeting
- a. Preston will continue researching the collections and budgets of other libraries similar to the Chesterfield Library for comparative purposes.
 - b. Preston will get exact insurance and benefits figures from Alyssa and ask for copies of the policies.
 - c. Dumont will get the exact figure of money made during the Silent Auction for the next meeting so that a donation amount for the Library Endowment Fund can be determined.
 - d. Preston will have a FY2019 Budget packet for the Trustees at our next meeting.
 - e. Preston will continue to pursue a State Grant for new lighting.
12. Adjourn @ 10:07 PM

Respectfully submitted, Linda Skrzyniarz, Secretary