

Chesterfield Public Library
Board of Trustees
Tuesday, October 18, 2022

Present: Cathy Harvey, Ron Scherman, Bruce Potter, Carole Wheeler, Vickie Herrick, Michelle Fuller, Ed Cheever (alternate sitting in for vacant Trustee position), Claudette Russell (Library assistant director), Judy Idelkope (selectboard liaison), Jay Gaudry (Friends liaison)

Absent: Amy Neal

Meeting called to order at 6:30 p.m.

Secretary Report

Ms. Herrick moved to approve the October 6, 2022, special meeting minutes with correction to spelling of her name; Ms.Wheeler seconded. Motion passed unanimously.

Ms. Herrick moved to approve the October 13, 2022, special meeting minutes; Ms.Wheeler seconded. Motion passed unanimously.

Finance Report

Ms. Russell provided the monthly financial report and will provide a list of checks issued last month.

Old Business

Budget

Discussion of Capital Improvement Plan process and ensuring the boiler is included in that plan.

Discussion of budget planning for 2023:

- Mr. Potter discussed salary and benefit amounts, based on current salaries and rates.
- Ms. Harvey made a motion to increase Continuing Education by \$500 to \$1,500; Ms. Wheeler seconded. Approved unanimously.
- Ms. Harvey made a motion to decrease CDs by \$250, from \$500 to \$250, decrease DVDs by \$400 to \$300, and increase Adult Programming by \$700 to \$1,400; seconded by Ms. Wheeler. Motion passed unanimously.
- Ms. Russell to research the cost of movie licensing, which could be used for programming.

Ms. Harvey will reach out to Amy Crawford to continue discussion of branding efforts.

Cleaning Update - Carol Jarvis to provide an estimate soon. Ms. Russell will look in the library's records for contract with current cleaning service.

Public Comment

Ms. Gaudry mentioned the Fred Marple event to occur Saturday, October 22, at 7 p.m. Tickets are still available for this event. The Friends silent auction will take place October 24 through

December 10, 2022. The Friends are attempting to conduct a bake sale at the November 8 election.

Heather Madden inquired about the status of the library director position. Ms. Harvey advised the search for a new director is ongoing.

New Business

Trunk or Treat will occur Sunday, October 30, 1-2:30 p.m.. Ms. Harvey will work with Ms. Applegate (youth librarian) for participation in this event.

There is a volunteer interested in having story time one Saturday per month.

The Trustees have been utilizing NHMA's template for recording non-public session minutes since 2018, but have never officially approved use of that template. Ms. Harvey moved to accept this template for non-public session minutes; seconded by Ms. Wheeler. Motion passed unanimously.

Ms. Harvey noted it could be beneficial for an IT review to ensure computers and passwords are secure, to protect patron data, and to determine if an extraneous online account exist. This work could take approximately 4-5 hours and be conducted on a Friday, with a cost not to exceed \$150. Ms. Harvey made a motion to authorize hiring a computer expert for this work be completed; Ms. Wheeler seconded. Motion passed unanimously. Ms. Harvey and Ms. Herrick will oversee this work being completed.

Non-Public Session

Motion was made by Ms. Herrick and seconded by Ms. Harvey to move into non-public session under RSA 91-A:3, II(b) - The hiring of any person as a public employee at 7:30 p.m. 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.

Motion was made by Ms. Wheeler and seconded by Mr. Scherman to leave non-public session and resume the public meeting at 8:21 p.m. The motion passed unanimously.

Ms. Herrick 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 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.

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

Meeting adjourned at 8:23 p.m.

No governmental records were attached to these public minutes by the Board of Trustees.

These minutes were recorded by Michelle Fuller.