

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday June 16, 2020**

**MINUTES**

Attending: Bruce Potter, Claudette Russell, Cathy Harvey, Carole Wheeler, Jill Dumont, Scott Riddlemoser, Ron Scherman, Linda Skrzyniarz

Absent: none

Public Attendees: none

1. Call to order – Mr. Potter @ 6:30 PM
2. Public Comment - none
3. Secretary's Report – Minutes of March 17, 2020 – Ms. Skrzyniarz – The March Minutes were reviewed. Potter motioned to accept the Minutes as written, and Scherman seconded. The motion passed by unanimous vote.
4. Financial Report – Ms. Dumont presented reports spanning March – June. After review, the Treasurer's Report was accepted as presented.
  - a. Balance sheet – Non-Lapsing Funds have shown an increase due to donations, including a bequest from Mary Maxwell (\$1228), and donations in memory of Dave Smith (\$1370)
  - b. YTD Actual vs. Budget – spending at 26.8%
  - c. Last month's bank activity – shows new bank charge \$3/month for paper statements. Dumont has called to cancel. Library accounts have been reimbursed \$12.
5. Old Business
  - a. Policies – The Policy Committee will resume their work, following Covid-19 protocol. Trustees need a clean, updated copy of the Personnel Policy for their binders. It was agreed that this policy should not be online.
  - b. The Big Shift/Shelves – 8 new shelves have arrived and are in use. Trustees will wait until late summer/end of September to order more. The old tops look great on the new shelves. Russell needs to order additional brackets (\$24/pair). Book weeding will continue when the new director begins.
  - c. Carpeting – Monies from the Library's Expendable Trust Fund and Building Maintenance Fund were put into the General Fund by the Town. At Town Meeting, \$21178 was approved for Library carpet replacement, and \$8870 for Library upgrades (4 adult chairs \$1120 one round table \$320, 8 children's chairs \$199, and the remaining carpet cost \$7131.) Riddlemoser is

coordinating with Chris Yasika of JDS Flooring Associates LLC to have the carpet installed in 4 phases. Trustees chose a gray carpet, Essential 2279, out of the Provision sample book. A motion was made by Harvey, and seconded by Wheeler, to authorize Riddlemoser to place the carpet order. The motion passed by unanimous vote.

- d. A Letter of Intent was signed and returned by Beth Ruane. She will start as the Library Director on July 7, 2020. The signed letter will be stored in her personnel file. A motion was made by Wheeler, and seconded by Harvey, to purchase a locking two drawer filing cabinet, for the sole use of Trustees, at a cost of no more than \$100. The motion passed by unanimous vote. Skrzyniarz will buy the cabinet and provide the receipt.

## 6. New Business

- a. Election of Officers – After a short discussion, a motion was made by Dumont, seconded by Potter, to keep the Library Trustee Executive Board as is. The motion passed by unanimous vote. An email was received by Skrzyniarz from Dara Carleton at the Town Office informing the Trustees that Alternates need to be reinstated for 2020, and get sworn in by the Town Clerk. Potter will call Cheever and Fleming to ask them to continue serving as Alternate Trustees. Skrzyniarz will pass along the information to Carleton.
- b. Coronavirus / Plexiglass – According to the NH Governor’s Economic Reopening Taskforce, changes have to be made within the Library building in order to reopen. Plexiglass is one addition that needs to be made for the safety of Patrons and Staff. All Trustees should read “Safer at Home – Covid-19 Reopening Guidelines for Libraries” to discuss at the July 21<sup>st</sup> meeting, in preparation for the reopening of our library.
- c. Curbside pick-up will continue at least until the new Director can guide the Library through reopening the building and resuming in-person operations. Russell reported that 77 Patrons have used curbside pick-up since closing the Library to the Public in March.
- d. Russell would like to erect fencing near the side door of the Library now that the holly bushes have been removed. Flowers will be planted in the space and fencing will help reroute pedestrian traffic. The Board approved the use of Library gift cards to purchase the fencing.

- e. Russell also reported that the lilac trees near the Library's front entrance appear to be dead. Dumont volunteered her husband's services to cut the trees to see if that generates new growth. He will also cut back low limbs on other trees out front.
  - f. Potter will dispose of the old tub in the Children's reading area.
  - g. Trustees discussed Library needs, and agreed to spend the money received from the Johnson estate to purchase a reading chair in the near future.
  - h. Russell noted that the NH Library Trustees Association dues must be sent out by July 1<sup>st</sup>. Trustees reconfirmed their contact information.
  - i. The Library will be closed on Saturday, the Fourth of July. Holiday pay for Staff scheduled to work that day will follow the Library's Personnel Policy.
  - j. Trustees approved the use of volunteers to start coming into the Library to reshelv books, following Covid-19 protocol.
7. Public Comment - none
8. Summary of decisions made
- a. Riddlemoser was given approval to place the carpet order (#2279) with JDS Flooring Associates, LLC.
  - b. A locking 2 drawer filing cabinet will be purchased for Trustee use.
  - c. The Executive Board will remain the same through 2020.
  - d. The Library building will remain closed and curbside pick-up will continue. Volunteers may resume work.
9. Assignments for next meeting
- a. Russell will provide an updated copy of the Personnel Policy to all Trustees. The Policy Committee will resume their work.
  - b. Skrzyniarz will purchase a filing cabinet.
  - c. Potter will contact Alternate Trustees Fleming and Cheever. Skrzyniarz will notify Carleton of their decisions.
  - d. All Trustees should read "Safer at Home" before the July meeting.
  - e. Russell will purchase fencing for the flower garden.
  - f. Dumont will have the trees outside the Library trimmed.
  - g. Potter will dispose of the tub.

10. Adjourn @ 8:22 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary