

## **Chesterfield Public Library**

### **Board of Trustees Meeting**

**May 17, 2022**

Attending: Chair Cathy Harvey, Bruce Potter, Whitney Vonderhorst, Ron Scherman, Vickie Herrick, Director Kathleen Packard, Linda Skrzyniarz, Carole Wheeler

Absent: none

Public Attendees: Jay Gaudry (FoL), Judy Idelkope (BoS), Scott Riddlemoser

1. Call to order – Chair Harvey called the meeting to order at 6:30 PM, beginning with a thank you to former Chair Potter for his many years of leadership. A plaque was also presented to him.
2. Public Comment – Jay Gaudry updated the Trustees about progress of the Children’s Garden fencing project. She also described another Friends of the Library sponsored program by Lynn Levine about ferns, scheduled for September 10<sup>th</sup> at 10:00 AM. Scott Riddlemoser brought to the Trustees’ attention an error on the Library’s website pertaining to the selection of alternate Trustees; minutes of the discussion are under New Business.
3. Secretary’s Report – Draft Minutes of April 19, 2022 – the Minutes were reviewed online prior to this meeting. A Motion was made by Herrick, seconded by Wheeler, to accept the Minutes as written. The Motion passed unanimously.
4. Financial Report – Vonderhorst
  - a. Balance sheet – Vonderhorst will check on the May CD annual renewal.
  - b. YTD Actual vs. Budget – Operations @ 50%; salaries/Benefits @ 33.5 %
  - c. Last month’s bank activity includes window screen replacement and computer IT expenses.
5. Director’s Report – Additional funds may be needed for the Library Temp budget (Line 325) in the future due to the way the calendar/pay periods occurred for the last week of 2021. Packard is still looking for someone to help with the newsletter. Window screen replacement is underway. Co’’ls Cleaning staff lost a library key and has offered to replace the locks and keys. After a short discussion, a Motion was made by Potter and seconded by Wheeler to accept Coll’s offer to install new locks. The Motion passed unanimously. Packard would like to update the Library hours signage. Trustees thought it might be better to wait until Trustees decide about returning to pre-pandemic hours of operation. Vonderhorst will explore the cost. The Paws for Reading program is starting up again, in coordination with the Chesterfield School. Future program presenters include a local Yoga instructor/author and a metal detector enthusiast. Packard was able to obtain educator status for Microsoft 365 saving the Library over \$1300 annually. Greg Pratt has installed the program on all existing Library computers and will be forwarding the purchase cost of two previously budgeted new computers. Packard attended a new Directors’ workshop in Concord. Media statistics for 4/14-5/11 include 1.7 million video views on Tik Tok, 78% new visitors to the Library website and 385 page reaches on Facebook
6. Old Business
  - a. Reports from decisions made on april 19, 2022: Harvey attended the NHLTA Spring Conference. Trustees received copies of the amended After School Use Policy and Volunteer Policy, and an updated Trustee/Library contact List. Harvey and Potter have received a ventilation/AC quote from Decatur Heating. Keating will be coming on June 1<sup>st</sup> to offer their quote. Pinney is also coming in with a quote, but they require an engineering survey. A Motion was made by Potter, seconded by

Scherman, for an engineering survey to be done before any quotes are accepted. Discussion included Herrick's concern that any money spent on a survey should be included in the final cost. Potter amended the Motion to limit the cost of the survey to \$400, seconded by Wheeler, and passed by a 6-1 vote with Herrick dissenting.

- b. Summer Reading Program update – Packard shared the dates for outside programming:
    - 7/1 Watershed Wildlife visit by Southern VT Natural History Museum
    - 7/11 Whalemobile
    - 7/17 Keene Swamp Bats visit
    - 7/30 Shanty B.O.N.E.S. program of pirate songs and pirate training
    - 8/8 Aquatic Critters from Squam Lakes natural Science Center.Internal programming is also being planned.
  - c. Gaming Week update – Packard declared Gaming Week a success with 43 participants enjoying crafts, games, minigolf, and cards.
7. New Business
- a. Locality equipment purchase program grant for municipalities – Harvey described potential resource money she is pursuing for assistance with ventilation and AC costs
  - b. Website inaccuracies – Riddlemoser presented a 3-page document highlighting an error on the Library's website concerning alternate Trustees, The RSA's about the election of Trustees and appointment of Alternates, and an outline of appointment steps to be followed to fill Alternate positions. After discussion, it was agreed that the website should read "There are also up to three (3) alternates nominated by the Trustees annually and appointed by the board of Selectmen to serve for one (1) year terms.  
Trustees also noted that alternates were expected to attend all regular Board meetings and vote only when a Trustee was absent. Riddlemoser submitted his name to fill one of the vacant alternate positions. Herrick nominated Amy Neal. A Motion was made by Wheeler, seconded by Vonderhorst, to have Harvey bring Riddlemoser, Neal, and Ed Cheever to the SelectBoard for appointment. The Motion passed by unanimous vote.
  - c. Policy handbook updates and procedures – Harvey asked all Trustees to complete a handbook checklist before the next Trustee meeting to bring all notebooks up to date and provide a level playing field for all Trustee work.
  - d. ILL Policy – Discussion of this policy was postponed due to Trustees not receiving a copy of Claudette Russell and Packard's policy revision suggestions. These had been given to the secretary, but not forwarded.
  - e. Fire exit and doors – Harvey expressed concern over the amount of stuff in the hallway leading to the side exit door. The reorganization of the staff workroom has flowed out into the hallway. Packard asked for volunteer assistance shifting through the items. A July goal was set to have hallway cleared.
  - f. Possible Board goal-setting retreat – Trustees discussed holding a special public meeting for setting long range goals for the Library. Packard offered to forward emails from her list serve as to how to hold a Board retreat to Harvey.
8. Public comment – Riddlemoser explained his thoughts on the need for an engineering plan. Gaudry offered to look for volunteers to help Packard clear the hallway.
9. Summary of decisions made
- a. Coll's will be asked to replace all Library locks and keys.
  - b. A ventilation/AC engineering survey will be completed at a cost no greater than \$400.
  - c. The name of three Alternates will be presented to the Board of Selectmen
  - d. Discussion of the Inter-Library Loan Policy was tabled until June's meeting.

- e. A July goal was set to clear the side exit hallway.
10. Assignments for next meeting
    - a. Packard will contact Coll's to schedule lock replacement.
    - b. Skrzyniarz will forward the ILL Policy to all Trustees for review.
    - c. Vonderhorst will reach out to Jill Dumont for information on the May CD renewal and determine the cost of increasing Library Hours
    - d. Harvey will submit three names of potential Library Alternate Trustees to the SelectBoard.
    - e. All Trustees will review the contents of their Trustee notebooks using Harvey's checklist.
  11. Non-Public session to discuss Personnel following RSA 91-A:3,II(b) – A Motion was made by Wheeler, seconded by Vonderhorst, and passed after a unanimous vote. NPS was entered at 7:14 PM. Trustees returned to Public Session at 7:20 PM. Motion made by Wheeler, seconded by Herrick and passed unanimously.
  12. Other – Skrzyniarz resigned her position on the Board of Trustees, adding that an official resignation letter would be sent to the Board after the meeting. The Board accepted her resignation.
  13. A Motion to Adjourn was made by Wheeler, seconded by Scherman. After a unanimous vote, the meeting adjourned at 9:22 PM

Respectfully submitted by Linda Skrzyniarz, Secretary.