

**Chesterfield Public Library
Board of Trustees Meeting
January 18, 2022**

MINUTES

Attending in person: Chair Bruce Potter, Director Kathleen Packard, Ron Scherman, Bill McCarty (ALT/Voting), Fran Shippee (FOL), Jill Dumont, Carole Wheeler, Linda Skrzyniarz

Attending via Zoom: Cathy Harvey

Absent: Scott Riddlemoser

Public Attendees: none

1. Call to order – Chair Potter at 6:36 PM
2. Public Comment - none
3. Secretary’s Report – Ms. Skrzyniarz - The Draft Minutes of 12-21-2021 and 01-10-2022 were shared via email and previously reviewed by members of the Board. Packard suggested amending 5d in the 12-21-2021 Minutes to read “Packard is still looking for a cleaner and a handy person to do minor repairs around the Library”; and to clarify 6a to read “Copier has been ordered but no confirmation has been received.” Wheeler motioned to accept the December Minutes as amended; Scherman seconded, and the Motion passed unanimously. No amendments were suggested for the 01-10-2022 Minutes. Wheeler motioned to accept the January Minutes as written; Scherman seconded. The Motion passed by unanimous vote.
4. Financial Report – Ms. Dumont, Treasurer – Three new cash Donations and a handmade shawl were presented to the Board to accept: Parker \$100, Estate of MacLean \$100, and Whatley \$500 and shawl. Potter motioned to accept the unrestricted donations for deposit to the Library’s Non-Lapsing Account and to accept the shawl for a future raffle. Wheeler seconded, and the Motion passed by unanimous vote. Packard will write thank you notes. Dumont presented a breakdown of the Bequest Funds currently received by the Library. A description of each fund, and restrictions for use, will be stored for easy access on the Trustees’ computer.
 - a. Balance sheet - January CD has been rolled over
 - a. YTD Actual vs. Budget - Non-Lapsing Funds show zero balance as books were closed out for the year. Quarterly Town Appropriated money will be requested.
 - b. Last month’s bank activity – \$1909 returned to the Town from appropriated funds.
5. Director’s Report – Ms. Packard – Thank you notes have been written and sent out. A new projector has been purchased. A motion light was installed by AmerElectric for the shed area. The Staff room has been reorganized and the

project continues. Seven people attended the virtual program for genealogy. The Winter Reading Challenge has begun and a Blind Book Date program has started to run through February. The Library will be celebrating children's authors and illustrators week in February.

6. Old Business

- a. HEPA Filters – McCarty purchased 3 air filters. One is installed in the Staff room and the others are positioned in the front and back of the library.
- b. End of the year purchases are complete.

7. New Business

- a. Vacant Staff Position – Russell is returning to 28 hours/week. Packard presented a Temporary Employee Agreement for a Librarian/Staff 1 open position that she would like to fill. The employee would work a maximum of 19 hours, at \$15/hour, with no paid vacation time for the first year. A holiday benefit of 4 hours would be paid if working, and 4-hour shifts would be the minimum scheduled. The contract would include flexibility for additional coverage, when necessary, one scheduled Saturday a month, and average 15-16 hours/week. Potter suggested adding the following wording to the contract: Vacation time is accrued using average hours worked. Vacation time and sick time will be pro-rated as earned in a calendar year January 1 to December 31. Employee will accrue vacation time in the first year, but vacation time will not be available for use until January 1 of the following year. All vacation time is subject to approval of the Director. After discussion, Potter motioned to accept the Temporary Employee Agreement V3 as amended and fill the position as presented; Wheeler seconded, and the Motion passed unanimously.
- b. A Motion was made by Potter, seconded by Scherman, to seal the Minutes of the November 15, 2021 Non-Public Session because it was determined that divulgence of this information would affect adversely the reputation of any person other than a member of this Board. The Motion passed by unanimous vote.
- c. Holiday Schedule – Veterans' Day is listed as a paid holiday in the current Personnel Policy. Packard recommended the Board make the Saturday after Veterans' Day a day of observance for Staff. The Trustees agreed. Potter motioned to close the Library on November 12, 2021 in observance of Veterans' Day; Wheeler seconded, and the Motion passed.

8. Summary of decisions made

- a. Donations to the Library were accepted by the Trustees.
- b. An amended Temporary Employee Agreement V3 was approved.
- c. A Library open position will be filled.
- d. Non-Public Session Minutes from 11/15/2021 were sealed.

9. Assignments for next meeting

- a. Packard will send thank you notes.
- b. Packard and Potter will rewrite the Temporary Employee Agreement V3.

10. A Motion was made by Potter to enter Non-Public Executive Session according to RSA 91-A:3 11(a) for the purpose of disciplining an employee and RSA 91-A:3 11(b) for hiring an employee. Wheeler seconded the Motion. After a unanimous vote, the Board entered NPS at 7:45 PM.
11. Public session reconvened at 8:03 PM.
12. A Motion to Adjourn was made by Potter, seconded by Wheeler. After a unanimous vote, the meeting adjourned at 8:04 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary