

**Chesterfield Public Library
Board of Trustees Meeting
June 15, 2021**

MINUTES

Attending: Chair Bruce Potter, Scott Riddlemoser, Ron Scherman, Fran Shippee (FoL), Bill McCarty (ALT), Carole Wheeler, Ed Cheever (ALT), Assistant Director Claudette Russell, Jill Dumont, Linda Skrzyniarz

Absent: Director Beth Ruane, Cathy Harvey

Public Attendees: none

1. Call to Order – Mr. Potter @6:30PM
2. Public Comment - none
3. Secretary’s Report – May 18, 2021 – Ms. Skrzyniarz - The May Minutes had previously been reviewed online, with no corrections suggested. Potter motioned to accept the Minutes as written; Wheeler seconded. The Motion passed unanimously.
4. Treasurer’s Report – Ms. Dumont
 - a. Balance Sheet – Dumont will look for better investment options before a CD matures in July.
 - b. YTD Actual vs Budget – Operations at 49.4%; Salaries/Benefits at 43.9%
 - c. Last Month’s Bank Activity – Trustees NHLA membership dues paid.
5. Director Ruane’s Report – Ms. Russell – Weeding is almost finished. Staff are swapping locations of the Biographies and the Large Print collections. In- person hours have been successful. The Staff is ready to offer Wednesday in-person hours from 11:00 – 1:00 and 2:00 to 4:00, beginning June 16th. Ruane suggested keeping all Covid protocols in place (See below for changes made by the Trustees) and recommended returning to pre-Covid regular hours closer to Fall, due to staffing. Registration for the Summer Reading Program, “Tails and Tales”, begins June 22nd, with events starting on June 28th. Details are available on the Library’s website. The Friends group is contributing to the Summer Reading Program. Annual reviews will be completed by June 24th. The Friends Group and the Endowment Committee are moving forward with plans for revamping the Children’s Garden and maybe installing outdoor musical instruments. Grant

money has been received. A discussion ensued about keeping the garden as low maintenance as possible. Cheever and Shippee will work together to come up with a plan.

6. Old Business

- a. Coronavirus Protocols / Reopening plans – Trustees would like to see the Library fully reopened. Russell echoed Ruane’s concern that staffing will be a problem after the Director leaves next week. Trustees agreed that two-person coverage could include volunteer hours during the summer; Russell will contact her list of volunteers. Trustees also stipulated that Staff will no longer be paid to work from home, effective immediately. Shippee shared that the school is starting an after-school program next Fall. After a discussion about updating Covid protocols, Scherman made a Motion to continue in-person mask requirements, unless patrons have been fully vaccinated, keep the sanitation station at the front door, and end the protocol questions before entering. This Motion was seconded by Wheeler. With no further discussion, the Motion passed unanimously. Russell stated she would have Staff make a new sign to be posted on the front door.
- b. Storage shed – Potter received a quote from Bill Patenaude of \$1800 for site work. There was a short discussion led by Riddlemoser questioning the need for the shed, and Dumont concerned about the size of the shed. A Motion was made by Potter, and seconded by Scherman, to accept the site work proposal. The Motion passed with Riddlemoser dissenting.
- c. Heating and Ventilation update – Pinney has been to the Library to replace a circulation pump that went out. Their opinion was that the furnace is still working well, given its age. Trustees decided to pursue ventilation improvements when the furnace needs replacing. Potter suggested that Skrzyniarz write a letter to the Selectboard explaining the need for a future Capital Maintenance Plan for ventilation, heat and AC, estimated to cost \$70,000.
- d. Workroom blinds will not be installed.

7. New Business

- a. The Executive Board presented a viable candidate, for the future Director position opening, to possibly be hired at the end of Summer. The candidate has the education, but not all of the experience,

needed for the job. She would need training for the Director position. Trustees continued the discussion in Executive Session.

- b. Additional staffing is needed for the summer. A part-time temporary 10-12 hour position has been advertised.
 - c. Succession planning – The Executive Committee will meet with departing Director Ruane next week.
 - d. Staff Evaluations will be available from Ruane before she leaves on June 24th.
 - e. Russell reported that the back door still needs work.
8. Public Comment - none
9. Summary of Decisions Made
- a. The Library Staff will add in-person hours on Wednesdays. Regular hours will resume when staffing needs are met.
 - b. Staff will no longer be paid for time spent working from home.
 - c. Pandemic protocols have been updated: no masks are needed for fully vaccinated patrons to enter the building. Visitors must continue to use hand sanitizer. No protocol questions will be asked.
 - d. Blinds will not be used to cover the workroom windows.
 - e. The Library's ventilation problems will be addressed when the furnace needs replacing. A letter will be sent to the Selectboard about future funding.
 - f. The proposal for site work for the shed was approved.
10. Assignments for Next Meeting
- a. Dumont will research investment options for current assets.
 - b. Cheever and Shippee will work on a plan for the Children's Garden.
 - c. Library Staff will prepare for opening the Library by putting furniture back into place.
 - d. Russell will contact volunteers for summer help and have a sign posted in the Library's entrance about new Covid protocols.
 - e. Skrzyniarz will write a letter to the Selectboard about future Capital Maintenance Funds needed by the Library.
11. Executive Nonpublic Session entered at 7:55 PM for discussion of "Acting Director" position, hiring of new Staff, and Director's departure, returning to Public Session at 8:43 PM.
12. A Motion was made by Potter, seconded by Wheeler, to seal the Minutes of the Executive Nonpublic Session. The Motion passed unanimously.

13.A Motion to adjourn was made by Potter, and seconded by Wheeler. The Motion passed by unanimous vote and the meeting was adjourned @8:46PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary