

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, April 20, 2021**

MINUTES

Attending in person: Chair Bruce Potter, Director Beth Ruane, Ron Scherman, Bill McCarty (ALT), Scott Riddlemoser, Jill Dumont, Linda Skrzyniarz

Attending via Zoom: Cathy Harvey

Absent: Carole Wheeler

Public Attendees: none

1. Call to Order – Mr. Potter @ 6:32PM following Zoom protocol
2. Public Comment - none
3. Secretary's Report – March 16, 2021 – Ms. Skrzyniarz - The March Minutes had previously been reviewed online, with no corrections suggested. Dumont motioned to accept the Minutes as written; Scherman seconded. The Motion passed unanimously.
4. Treasurer's Report – Ms. Dumont reported that all encumbered money from 2020 has been spent.
 - a. Balance Sheet – CD list was changed to reflect renewal status
 - b. YTD Actual vs Budget – Half of the Johnson Fund money received was given to CPL Foundation. YTD spending at 27.5%.
 - c. Last Month's Bank Activity – The Library's Amazon subscription has been renewed. Dumont will move funds taken from Line 430 to Line 450 for Coll's Cleaning.
5. Director's Report – Ms. Ruane – Ruane reported that the Library's collection is 95% settled. All new furniture has arrived except for the rocking chair. Programming has been busy. The First Amendment event wrapped up successfully with 42 attendees. Two poetry events and a virtual Teen Night are scheduled. The Library opened to the public for the first time in over a year on April 12th. Forty-five Patrons came into the Library during the first two days, and 30 Patrons have used the Library so far this week. In-person hours are Tuesday and Thursday from 11am – 6pm. Curbside service is still available. The Board agreed with Ruane to continue all Covid-19 safety protocols, even though the State of NH has lifted some mandates.
6. Old Business

- a. The Big Shift update- Collection weeding in the Adult and Juvenile sections will continue. Discarded books will be taken by Bay State Books next week. Phase 3 of the Big Shift will be discussed after a new Director is hired.
- b. Coronavirus Response / Reopening plans- Goal is to maintain a steady, slow opening to keep both the community and staff safe. Volunteers have been called back. The Summer Reading Program will resume and an Intern may be hired. The next step forward will be to add an additional in-person day, yet still allow for a cleaning day in between. Ruane suggested adding in-person hours on Saturday, beginning May 15th, after all Staff are vaccinated, and the Board agreed.

7. New Business

- a. 2021 Library Calendar – After discussion, Potter motioned to follow the Town’s Holiday Closings schedule for 2021. The Motion was seconded by Scherman, and passed with a 5-1 vote in favor, with Skrzyniarz dissenting.
- b. Director Job Description and Search – Ruane presented an updated job description for the Library Director position, which Trustees approved. The job opening has been posted on multiple online sites, and will be advertised in the Keene Sentinel. Riddlemoser offered to share previous listing sites. Dumont asked to have the job listed on the Library’s website. Ruane also suggested advertising regionally through the ALA Joblist, at a cost of \$300. Trustees agreed.
- c. Library Air quality information – Potter reported that Pinney is still working on the quote for air filtration and ventilation for the Library. Harvey suggested applying for Covid American Recovery Act money from the Institute of Museums and Library Services, or the new Infrastructure Bill still pending. Ruane said the NH State Library is getting a large sum of money that will be divided into smaller projects through grants. Trustees created a sub-committee of McCarty, Riddlemoser, and Potter, to look into grant opportunities. The group will also meet with Karen LaRue after she completes her “Design Systems for Your Library” webinar.
- d. The Friends group and Endowment group are looking for a Fall project, and have offered to revamp the outside garden. Dumont suggested that they reach out to local gardeners through the

Library's newsletter. Potter suggested keeping the garden easy to maintain in the future, and to incorporate native plants.

8. Public Comment - none

9. Summary of Decisions Made

- a. The Library will open to Patrons on Saturdays, beginning May 15th.
- b. The Library will continue to follow all Covid-19 protocols for in-person Patron visits.
- c. The Director opening will be advertised on the ALA Joblist, at the cost of \$300.
- d. McCarty, Riddlemoser, and Potter formed an Air Filtration & Ventilation sub-committee.
- e. The Library's 2021 Holiday Closings schedule will follow the Town's schedule. The Library will be closed on the following dates:

Saturday, January 2

Monday, January 18

Monday, February 15

Monday, May 31

Monday, July 5

Monday, September 6

Monday, October 11

Thursday, November 11

Thursday, November 25

Saturday, December 25

Saturday, January 1, 2022

10. Assignments for Next Meeting

- a. Ruane will list the Director opening on the Library website, the Town website, and ALA Joblist.
- b. Riddlemoser will forward his previous Director search list to Ruane.
- c. Potter will meet with the SelectBoard to discuss plans for a storage shed, and needed improvements to the Library's air quality.
- d. The sub-committee will meet with LaRue, and pursue federal and state grant opportunities.

11. A Motion was made by Scherman, seconded by Dumont, to adjourn at 8:24PM. The Motion passed unanimously.

Respectfully Submitted by Linda Skrzyniarz, Secretary