

Chesterfield Public Library

Board of Trustees

MINUTES

January 16, 2018 Meeting

Attending: Nicole Martin, Jill Dumont, Bruce Potter, Ken Walton, Pam Doyle (Bookkeeper from Solutions for Today), Gail Fleming (Alternate, serving as Trustee), James Stoff, George Preston, Cathy Harvey (public participant)

Absent: David Smith

1. Call to Order at 7:03 PM
2. Secretary's Report, Minutes of December 6, 2017 - After a few clarifications and spelling corrections, minutes were amended by Walton and reviewed and approved by the Board.
3. Financial Report
 - a. Bookkeeper – Pamela Doyle has agreed to work for the library for \$100/month since it is a nonprofit. She and Preston are working on switching over old library files to new QuickBooks. Library accounts were reconciled today and reviewed by Trustees. Stoff noticed that financial accounts need to be changed to read Peoples Bank. Preston & Doyle will be renaming accounts to make balance sheet easier to read and understand.
 - b. FY2017 EOY Reports - as of 01/16/18 at 5:01 PM. This report will be in the Library's town report in the older format for the last time, changing to the QuickBooks Chart of Accounts next year.
 - c. FY2018 January Overview - Balance sheet for all of 2017 presented in old file format. Monthly balance sheets for 2018 will be presented to the Trustees in the older format and in the new accrual basis sheets QuickBooks format.
 - d. \$5,000 Advance from Trustees' Non-Lapsing Account - Preston wants to set up a revolving fund to help cover bills. When the balance gets to \$1000, Preston will ask the town for \$12,500. Potter suggested asking the Town for a quarter of the town library funds right now to use for current bills. Preston will send a letter to Pat Grace asking for the first quarter funds from the town.
 - e. Bank Signing Authority for Director - Preston would like to be added to all bank accounts to give him online bank access, specifically to change the names of accounts (when now only a signatory can). Goal is to begin online banking in conjunction with QuickBooks. Potter and Stoff questioned the checks and balances of giving the Director access to accounts. Preston said the checks and balances happens at every monthly Trustee meeting. With Stoff and Walton leaving the Trustees in a few months, Preston sees a need to have someone new on the accounts. A decision was made to postpone approval of new signatories to the accounts until further review and discussion. Potter, Stoff, and Dumont will go to the bank to look into this and will report back to the board next month.
4. Director's Report
 - a. Library activity report - new hours of operation; holidays; - Preston reports great joy and celebration over the new scheduled hours of operation! Very few negative comments. Currently, twelve holidays are recognized by the Town of Chesterfield. A list will be posted online and at the front door. Preston reported that personnel hours have been reduced by 20 hours since the new schedule began.
 - b. Aimee Bruch - Custodian, resignation - effective January 26, 2018. Preston has spoken to selectmen to perhaps join the town in finding a group cleaning service or

an individual for the town offices, police, and library. He is also looking himself for someone just for the library. Potter suggested putting out an ad for a temporary replacement.

- c. Friends of Library – Activities & Events
 - i. March 14, 1PM @ Town Hall “G. Washington’s Runaway Slave” FREE and Open to the Public
 - d. Other - Harvey asked Preston to prepare a Library Data Sheet, including circulation numbers, for 2017. The information needs to be presented to the Budget Committee next Tuesday.
5. Old or Unfinished Business.
- a. Policies & Procedures
 - i. Policy Committee Members & Schedule - Still need to work on Investment Policy - should the Policy committee consider ALL policy work? Walton suggested committee work be reconsidered.
 - ii. Review & Approve Finance Policies - Potter asked for clarification of the Assistant Director. Claudette Russell fills that position. Online banking needs further discussion so Financial Policy may need to be revisited after getting more information from the bank. A motion was made to approve policy as written and seconded. After no further discussion, the Financial Policy was accepted by the Board.
 - iii. Review & Approve Collection Development Policy - According to Preston, in a nutshell, the Director makes the decision about acquisition of all additions to the Library’s collection. If a patron has a problem with part of the Library’s collection, and the problem is not resolved at the front desk, the Trustees will make the final decision after reviewing the completed Request for Reconsideration form. Walton suggested that the gifts and donations section needs to jive with the separate monetary and non-monetary policies already in existence. Walton will give copies of these policies to Preston and then Preston will bring this Collection Development policy in compliance with the policies and bring back to the Board for further review.
 - iv. Review & Approve Circulation Policy - Trustees discussed the merits and pitfalls of collecting Personally Identified Information for children 14 and younger, and even for children older than 14. Fleming suggested that privilege of confidentiality should be given to all children, no matter their age. Preston is bringing this issue up for distinction to be made by the Board to align the Library with ALA standards for best practice. Walton agreed and suggested the second paragraph be deleted from the Circulation Policy about library cards for minors. Overdue materials recovery steps were also clarified. Preston will present the Circulation policy again for review at the next meeting.
 - v. Review and Approve Patron Privacy Statement - Walton suggested some revisions to the 2015 approved statement to make it less wordy. Walton, Harvey, Fleming, and Preston will rework policy and present again to the Board.
 - b. Personnel Committee
 - i. Performance Objectives for Director - List of ten prepared by Walton. Preston has already begun or accomplished many already. List will be reviewed in September at Preston’s performance review. With no further discussion, the Board accepted the performance objectives. Preston signed in front of the Board and Walton signed on behalf of the Board.

- ii. Job Descriptions Review and Staff Agreements Continuing - All Trustees in attendance signed the papers for LaRue. Claudette and Pat still need updated job descriptions and new staff agreements.
 - c. Technology
 - i. Integrated Library System Update - Full payment has been made and Atrium is already in the process of updating the Library's system, including incorporating Library policies. Weeding will occur after the update and Atrium will be providing a list to go by.
 - ii. Digital Marketing Update - Web developer has been updating the new website. Administrators are Preston and Anna Hornbeck. Preston told Martin that Fastbook login has been discovered. Martin will work with Russell to get Facebook for the library up and running.
 - d. Community Ascertainment Survey - Two thousand copies of the survey were printed. Preston supplied copies for the Trustees to hand out. He is also planning to hand out surveys at the Transfer Station in the near future.
- 6. New Business
 - a. FY2018 Budget Comm. Meeting Saturday, Feb 3 @ 3PM - 5PM - Walton will not be here to attend so a replacement is needed. Potter and Stoff will join Preston at the meeting.
 - b. 2018 Trustee and Alternate Candidates - openings for two people to fill out terms and two new full term Trustees. Martin, Skrzyniarz, and Harvey will put in their names as candidates. Cheever and Fleming will not be staying as Alternates. Walton advised the Trustees to come up with a candidate for one more fulltime Trustee position and up to three Alternates. Candidates need to go to the Town Office to put their names on the ballot.
 - c. April 8-14 Volunteer Appreciation Week - no discussion
- 7. Public Comment - none
- 8. Summary of Decisions Made:
 - a. The Financial Policy was approved by the Board.
 - b. The Board accepted the performance objectives for Preston.
 - c. A decision was made to postpone approval of new signatory to accounts until further review and discussion.
- 9. Assignments for Next Meeting:
 - a. Preston will send a letter to Pat Grace asking for the first quarter Library funds from the Town.
 - b. Potter, Stoff, and Dumont will go to People's Bank to look into online banking and account access for Preston.
 - c. Walton will give copies of the monetary and non-monetary policies for grants, gifts, and donations to Preston.
 - d. Preston will bring Library's Financial Policy in compliance with the separate policies.
 - e. Martin will work with Russell to get Facebook for the library up and running.
 - f. Preston will prepare Library Data Sheet (inc. circulation numbers) for 2017 by next week for the Budget Committee.
 - g. Preston will amend the Circulation Policy as directed by the board.
 - h. Walton, Harvey, Fleming, and Preston will rework Patron Privacy Statement.
 - i. Trustee candidates Martin, Harvey, and Skrzyniarz will go to the Town Clerk's office to have their names put on the ballot.
- 10. Adjourn at 9:45 PM