

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, January 19, 2021**

MINUTES

Attending in Person: Chair Bruce Potter, Ron Scherman, Jill Dumont, Cathy Harvey, Carole Wheeler, Linda Skrzyniarz

Attending via Zoom: Director Beth Ruane, Friends of the Library Liaison Fran Shippee, Scott Riddlemoser

Absent: none

Public Attendees: none

1. Call to Order – Mr. Potter 6:34 PM
2. Public Comment - none
3. Secretary’s Report – December 15, 2020 – Ms. Skrzyniarz – The December Minutes had previously been reviewed online, with no corrections suggested. Scherman motioned to accept the Minutes as written; Dumont seconded. After a rollcall vote, the Motion passed unanimously.
4. Treasurer’s Report – Ms. Dumont – End-of-Year 2020 Finances
 - a. Balance Sheet – The maturing CD will be renewed; Mary Maxwell Fund monies will be deposited: quarterly Town Appropriated Funds have been requested in the amount of \$12,220.
 - b. YTD Actual vs Budget - 72% of the overall budget was used (91% of Operations and 65% of Salary). A total of \$37,728.22 was returned to the Town.
 - c. Last month’s banking activity - The checking account balance was zeroed out on 12/31/2020.
5. Director’s Report – Ms. Ruane – The final invoice for the carpet install was sent to the Town Admin. The new charging station is in place and furnishings for the Big Shift have been ordered. The ProtonMail migration has been completed. Hardware and software for public work stations will be inventoried. Sixteen households have signed up to participate in a program that will be presented via zoom on January 20th entitled “(Not So) Elementary My Dear Watson”. The ALA’s Small and Rural Libraries grant application was not funded, but the Library will apply for the second round of funding. Thomas Nuhfer started in the part-time Library Assistant

position on 1/19/2020. Ruane also provided a list of the Top 20 Checked Out Books of 2020.

6. Old Business

- a. The revised contract for the new part-time Library Assistant was signed.
- b. The Big Shift – Trustees asked that Phases I & II be completed within the next 30 days. Ruane stated that weeding of the collection continues, with the goal of discarded materials to be moved out by the next meeting. Potter reported that JDS Flooring refunded \$500 due to delays and problems with the carpet install.
- c. Coronavirus Response / Reopening – The Library has a good supply of PPE and hand sanitizer in preparation for reopening the Library. Curbside pick-up may be increased after weeding is complete, along with limited Patron in-person use of the Library.
- d. Alternate Trustee status – After the Selectboard approves his nomination, Bill McCarty will be sworn in by Fran Shippee.

7. New Business

- a. Policy discussion: The employment anniversary dates of Library Staff and the dates of their evaluations (due by October) often differ. Riddlemoser suggested streamlining the process of evaluations and potential raises. Trustees can grant raises up to 5%. Dumont reported that the money for that is in the budget, but that doesn't mean it is automatic to give that. All raises must be approved by Trustees, after recommendations from the Director. Ruane will revise the evaluation form used. A decision was made to continue this discussion at next month's meeting.
- b. Endowment Committee Report – Ms. Harvey – The Endowment Committee wants to give the Library up to \$300 for the purchase of a piece of furniture. Trustees asked Ruane to decide what the Library needed.
- c. An NHLTA Virtual Roundtable will be held on January 27, 2021 from 2:00-3:00 PM. Potter suggested attending.
- d. An invitation to a Statewide Cyber Summit: Managing Cybersecurity Risk for Local Government on March 2, 2021 from 2:00-4:30 PM was received from the Town Admin.

8. Public Comment - none

9. Summary of Decision Made - Staff evaluations will be completed by October using a revised form.
10. Assignments for Next Meeting
 - a. Ruane will put together a plan for reopening the Library after the collection is settled. Curbside pick-up hours may be adjusted, along with limited in-person browsing.
 - b. Potter and Shippee will make sure that the new Alternate Trustee is sworn in.
 - c. Ruane will revise the evaluation form for all Staff.
 - d. Ruane will make a decision about new furniture using Endowment money.
11. Potter moved to adjourn at 8:04 and Wheeler seconded. After a rollcall vote, the Motion passed unanimously.

Respectfully Submitted by Linda Skrzyniarz, Secretary