

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, August 18, 2020**

DRAFT MINUTES

Attending: Bruce Potter, Ron Scherman, Scott Riddlemoser, Jill Dumont, Carole Wheeler, Linda Skrzyniarz, Director Beth Ruane, Friends of the Library Liason Fran Shippee

Absent: Cathy Harvey

1. Call to Order – Mr. Potter at 6:30 PM
2. Public Comment - none
3. Secretary’s Report – Minutes of July 21, 2020 – Ms. Skrzyniarz – The July Minutes had previously been reviewed online, with no corrections suggested. Wheeler motioned to accept the Minutes as written; Scherman seconded. The Motion passed by unanimous vote.
4. Treasurer’s Report – Ms. Dumont – After review of the January – August financial report, a Motion was made by Skrzyniarz and seconded by Wheeler, to accept the Treasurer’s Report as written. The Motion passed by unanimous vote.
 - a. Balance Sheet –some Non-Lapsing Funds to be used toward furniture
 - b. YTD Actual vs Budget – at 42.1%, remaining underbudget
 - c. Last month’s bank activity – shows increase in book purchasing
5. Director’s Report – Ms. Ruane – Potter asked Ruane to speak to her report, item by item. The Library’s summer reading program has concluded. The number of participants was low, but steady. Ruane is working with Antje to extend the reading bingo contest online. The Library Staff is planning a “Community Reads” for the Fall/Winter, and are looking for title suggestions. The Library’s Zoom account has been opened, and the year’s subscription will be reimbursed by the Friends of the Library. July’s “Chesterfield Connect Coffee Hour” had two participants. The next one is scheduled for 8/19 at 9:30 AM. The Library’s collections are being evaluated based on circulation data and prolific authors’ most recent works. About 4000 items will be weeded as materials are moved back into place after re-carpeting. Ruane has picked out a green metal outdoor picnic table for the Library. Potter thanked the Friends of the Library for the purchase.

6. Old Business

- a. Policies to be reviewed – Ruane will put together a list of Library policies using “last-date-reviewed” criteria before beginning work with the Policy Committee.
- b. Carpeting replacement – Chris Yasika of JDS Flooring has been in touch with Ruane and will be starting the project on 9/11 or 9/18. Staff will have books and shelving moved up to the left pillars before his on-site visit one week prior.
- c. The Big Shift/Shelving update – Potter will be presenting a Big Shift update to the SelectBoard in late August. Riddlemoser will arrange for Ruane to meet with Jaffrey’s Library Director to discuss the initial planning ideas for the Big Shift.

7. New Business

- a. Coronavirus Response – Ruane received two plexiglass quotes from local companies who wanted to drill into the front desk. Cheshire Glass Company made a different proposal; they would install removable plexiglass from the ceiling, and offered a 30 day quote of \$1472. After discussion, a Motion was made by Potter, seconded by Wheeler, to accept the quote from Cheshire Glass to install the plexiglass now, and schedule the work to be done in mid-October when the re- carpeting project is completed. The Motion passed by unanimous vote.
- b. Friends of the Library – Shippee would like to invite a group of the Friends of the Library to come into the Library to meet with Ruane and learn about the re-carpeting plan and the Big Shift goals.
- c. Curbside Pick-up continues- Ruane reported that patrons are really missing the browsing, so she and the Staff will be offering “Mystery Bundle” books available through the online collection catalog.
- d. Fencing/tree work update- Delayed until after the carpet project.
- e. Alternate Trustee vacancy – Ed Cheever has agreed to serve another one-year position. Trustees are looking for another Alternate.
- f. Proposal to change the next Trustee Meeting date – Due to scheduling conflicts, the Trustees agreed unanimously to change the September meeting date to 9/22 at 6:30 PM.
- g. Storage shed – Potter contacted Millbrook about installing a storage shed behind the Library. He received a quote of \$6659, including installation, for a 12’x20’ shed. Shippee questioned the size of the

shed, stating that she understood 10'x20' was the maximum size allowed by the Town. Potter will question the SelectBoard. He will also contact the Town's Code Inspector to see if storage shelves can be built inside the Library's utility closet.

8. Public Comment - none
9. Summary of Decisions Made
 - a. Cheshire Glass will be hired to install plexiglass for \$1472.
 - b. The September Trustee Meeting will be held on Tuesday, 9/22, rather than 9/15.
10. Assignments for Next Meeting
 - a. Ruane will organize policies by last-date-reviewed, prior to meeting with the Policy Committee.
 - b. Potter will speak to the SelectBoard about new carts and a shed, and to the Code Inspector about possible storage inside the Library.
 - c. Dumont will purchase painter's plastic and tape by September 1st.
 - d. Potter will order the dumpster when needed by JDS Flooring.
 - e. Ruane will order the picnic table and meet with the Friends.
 - f. Potter will buy a gift card for Jaffrey Director, which Riddlemoser will deliver.
11. Executive Non-Public Session was entered at 7:53 PM for the discussion of Personnel matters, returning to Public Session at 8:47 PM
12. Adjourn at 8:47 PM

Respectfully submitted by Linda Skrzyniarz, Secretary