

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, January 15, 2019
MINUTES**

Present: Ed Cheever, Bruce Potter, Claudette Russell, Jill Dumont, Linda Skrzyniarz

Absent: David Smith, Cathy Harvey, Carole Wheeler, Ron Scherman, George Preston

Public Attendees: none

1. Call to order – Mr. Potter at 6:41 PM
2. Public Comment – none
3. Secretary's Report – Minutes of December 18, 2018 – Ms. Skrzyniarz – Minutes of the December meeting, submitted by the Secretary, were approved as written.
4. Financial Report – Ms. Dumont – end of fiscal year 2018
 - a. Balance sheet- There is a small balance of Town Funds leftover from the year, after the end of the year bills are paid, which Dumont will return to the Town. Also, a Town Appropriated Fund check for \$1200 will be returned to the Town, uncashed.
 - b. YTD Actual vs. Budget – overall underbudget for the year at 96.1%
 - c. Last month's bank activity – A 180 day CD matured and will be rolled over for 1 year, in keeping with the Trustees' quarterly deposit schedule, hopefully at 3% interest rate. Potter and Dumont will contact the bank.
5. Old Business
 - a. FY 2019 Budget – The Library's 2019 Budget has been accepted by the Selectmen and the Budget Committee, and is awaiting approval at Town Meeting.
 - b. Lighting – Work will begin at the end of the month.
 - c. Carpet and tile cleaning were completed on January 12th by ServiceMaster.
 - d. The Trustees purchased a carpet shampooer for future spot cleaning.
6. New Business
 - a. Confirm new part-time temporary hire – Jane Anderson has been hired by Temporary Acting Director Russell. The Trustees unanimously confirmed her hire.

- b. Trustees whose terms are expiring, and are interested in running for office again, need to register with the Town Clerk as soon as possible. (Dumont, Wheeler, Smith)) Trustees should contact others who may like to serve on the Library Board of Trustees and encourage them to submit their names also.
 - c. Russell asked that the Library close early on January 17th to prepare for the Owls of New Hampshire presentation by the Southern VT Natural History Museum. Early closure was approved by the Board and notices were to be placed on the front door of the Library and on its website.
 - d. The Library's Endowment Foundation wants to give something permanent to the Library, and display the item as their gift, to increase awareness and interest in the Endowment. Potter suggested using their gift of \$250 this year for a subscription to a magazine(s), chosen by the Foundation and approved by the Library Director, with a brass plaque acknowledging the gift. A suggestion was made by many Trustees that a long-range plan for a permanent gift would be purchasing furniture for the Library. Cheever noted that a Chesterfield sofa, to match the Chesterfield chairs, would be an appreciated gift.
7. Executive Nonpublic Session entered at 7:20 PM for Temporary Acting Director Compensation discussion, returning to Public Session at 7:45 PM.
8. Public Comment – none
9. Summary of decisions made
- a. Town Appropriated Library Funds remaining from fiscal year 2018 will be returned to the Town by Treasurer Dumont after all bills are paid.
 - b. A CD at People's Bank will be renewed for one year by Dumont and Potter.
 - c. The hiring of Jane Anderson as a part-time temporary Library employee was confirmed by the Board of Trustees.
 - d. The Library will close early on January 17th.
 - e. Gifts from the Library's Endowment Fund were welcomed, specifically magazine subscriptions and new furniture.
 - f. Temporary Acting Director Russell will receive a weekly bonus for the extra work she is performing while Preston is out.
10. Adjourn at 7:50 PM

Respectfully submitted by Linda Skrzyniarz, Secretary