

**Chesterfield Public Library
Board of Trustees Meeting
Monday, November 15, 2021**

MINUTES

Attending: Chair Bruce Potter, Director Kathleen Packard, Jill Dumont, Cathy Harvey, Scott Riddlemoser, Fran Shippee, Carole Wheeler, Linda Skrzyniarz

Absent: Ron Scherman, Bill McCarty (ALT)

Public Attendees: Kate McNulty

1. Call to order – Mr. Potter @ 6:30 PM
2. Public Comment – welcome to Kate
3. Secretary’s Report – Minutes of October 19, 2021- Potter and Skrzyniarz – A copy of the October Draft Minutes was shared online prior to the meeting. Director Packard suggested rewording items #5 and #7c, which the Trustees agreed to after discussion. A Motion was made by Wheeler, seconded by Riddlemoser, to accept the October Minutes as amended. The Motion passed unanimously.
4. Financial Report – Ms. Dumont
 - a. Balance sheet – CD that matured in October rolled over
 - b. YTD Actual vs. Budget – Salary & Benefits at 79%; Kate McNulty suggested an update for the Salary Budget on QuickBooks. Dumont explained that the Library prepares the Budget to correspond with the Town’s Budget, per their request.
 - c. Last month’s bank activity – includes a 1year subscription to LibraryAware
5. Director’s Report – Director Packard explained the “stacking situation” created at the end of this calendar year with vacation scheduling for all Staff owed vacation time. She suggested a possible payment of one week of vacation time per employee in lieu of actual time off. The Board decided, instead, to authorize a per diem substitute to cover as needed. Harvey made a Motion to give Packard authority to hire a per diem temporary employee, under a Non-Exempt contract, spending up to \$1000 until the end of the calendar year. Wheeler seconded the Motion, and the Motion passed unanimously. Riddlemoser and Packard will write the contract for Lucy Applegate with a limited amount of work hours stipulated. Packard also asked for clarification of the “Continuing Education” section of the 01/2018 Personnel Policy. The Trustees agreed to include virtual and in-person conferences with the approval of the Library Director. A Motion was made by Harvey, seconded by Potter, to have Packard direct her Staff to ask for pre-approval, from the Director, for any Continuing Education. The Motion passed unanimously. Trustees unanimously approved a Motion from Potter, second by Riddlemoser, to allow Packard to apply for a raffle permit for a donated quilt,

with the proceeds going to the Children's Garden. Packard reported that the trial of LibraryAware was useful and an annual subscription to the service began 11/1/2021 for \$750 from Line 554. Packard has had Greg Pratt/IT perform regular maintenance on all of the Library computers. She has developed a two-year plan to update technology and continue monthly maintenance at \$60/hour. Pratt and Dumont completed a tech inventory. A list of necessary building repairs has been created. The musical instruments for the Children's Garden have arrived. The next step is finding someone to pour concrete for their placement. Issues still continue with the Library's current cleaners; Riddlemoser will help look for a new cleaning company. Thanks to the Friends group, a virtual program has been scheduled for December 6th at 7:00 PM with classical guitarist Jose Lezcano. Trustees asked Packard to see if the program could also be in-person. Other programming is also in the works.

6. Old Business

- a. Copier replacement – Packard shared quotes from 3 copier companies. After analysis by the Board, and input from Packard, a decision was made to lease a copier from Canon Solutions of America Inc. for a period of 5 years, pending clarifications of paper purchase and catastrophe liability. The 60 Month Lease of the Canon C3826i will be \$63/month with a \$1.00 Buyout Purchase Option, and a Service Contract of 0.0077 per black copy and 0.055 per color copy, to be invoiced monthly. The agreement covers all parts, labor, travel, toner, drums, and maintenance, as well as set-up and training.
- b. Covid-Pay Proposal – Trustees were open to accepting the Town's Covid Pay Policy of September 30, 2021, with amendments:

COVID PAY

In the event that you are out sick, or a close family member (within your household) is sick, and believe that Covid could be the cause, you must notify your supervisor as soon as possible. Covid Pay will be paid as long as the following is provided to the Library Director:

- *Note from testing facility stating the date of testing. If testing is not possible that day, a note from the facility must state that there were no open appointments for testing that day.*
- *Note stating your test results from the Covid testing with the date and time you received it on the note.*
- *If the Covid test is positive, the guidelines that the CDC follows for quarantine or isolation is what the Town is following for Covid pay.*
- *Regular sick leave, vacation time, or unpaid leave will be used until test results are made available.*

If you choose not to give this information to the Library Director, or your test is negative, you can use your sick or vacation time if you have it available.

A Motion was made by Potter, seconded by Dumont, to accept this Covid Pay Policy, as amended. Trustees voted unanimously to approve.

- c. Building Issues - Packard provided a copy of a Master Building To-Do List dated 11/15/2021. Trustees asked her to prioritize repairs.
- d. Heat & AC quotes – Potter has contacted some companies for quotes.
- e. HEPA filters – More information is being collected before purchase.
- f. Shed update – The shed is in place. Lighting inside the shed is needed.
- g. Personnel Policy discussion – Due to time constraints, Harvey made a Motion to hold a Special Meeting to discuss the Personnel Policy revision on Monday, December 13th at 5:00 PM. This was seconded by Riddlemoser. The Motion passed unanimously. Skrzyniarz will put out a meeting notice.

7. New Business

- a. Review and vote on 2022 Budget – A copy of the Draft Budget for 2022 (revised 11/15/2021), with Justification, was shared by Dumont and Packard. Discussion included a clarification to Shippee of 101 Operations (found in Lines 353 and up) and 102 Salaries & Benefits (found in Lines 310-352); a request by Riddlemoser to change Staff descriptions to match job descriptions, and add sick pay figures; an explanation by Packard of the 2 reference books needed by the Library for \$600; a suggestion by Harvey to increase the amount for Adult Programming to \$700; the addition of Computer and Copier Maintenance fees to Pratt and the Canon Solutions; an explanation of overspending of Facility Maintenance last year due to \$1800 in furnace repairs; and the fixed price from Discount Oil for 1200 gallons @ \$2.29. A Motion was made by Harvey, seconded by Riddlemoser, to accept the CPL 2022 Budget, with amendments. The Motion passed by unanimous vote. Dumont will revise the Budget before it is presented to the Town’s Budget Committee on December 1st.
- b. Discussion of remaining 2021 funds – With 6 weeks remaining, the money in Salaries & Benefits will cover the rest of 2021 staffing needs. There are funds in Operations that will be returned to the Town at the end of the year. New computers still need to be purchased. Trustees authorized Packard to spend up to \$4000 to update computers by the end of the year. Also, many Graphic Novels are being purchased for the Young Adult Collection.
- c. Tech Inventory – Dumont has created an inventory spreadsheet to help with weeding and replacement.

8. Public Comment - none

9. Summary of decisions made

- a. Trustees gave Packard authority to hire a per diem temporary employee, under a Non-Exempt contract, to work until the end of the calendar year.
- b. Trustees asked Packard to require her Staff to ask for pre-approval, from the Director, for any Continuing Education.
- c. Trustees approved a raffle for a donated quilt, with proceeds to go to the Children’s Garden.

- d. A decision was made to lease a copier from Canon Solutions of America Inc. for a period of 5 years, pending clarifications of paper purchase and catastrophe liability.
 - e. Trustees accepted the Town's Covid Pay Policy, as amended for the Library.
 - f. A Special Meeting to discuss the Personnel Policy revision was agreed to on Monday, December 13th at 5:00 PM.
 - g. The 2022 CPL Budget was approved, with amendments.
 - h. Trustees authorized Packard to spend up to \$4000 to purchase computers.
10. Assignments for next meeting
- a. Riddlemoser and Packard will write a per diem contract.
 - b. Packard will:
 - i. apply for a raffle permit
 - ii. research 1099 info for Service Contracts
 - iii. prioritize items on the building repair list
 - iv. develop a programming newsletter
 - v. ask about both in-person and virtual options for programs
 - vi. get paper and liability information from Canon.
 - c. Riddlemoser will research cleaners.
 - d. Dumont will revise the 2022 Budget, including staff descriptions.
 - e. Skrzyniarz will post a meeting notice for the 12/13 Special Meeting.
11. Non-Public Executive Session – A Motion was made by Harvey, seconded by Riddlemoser, to enter NPS for the purpose of discussing personnel, citing RSA 91-A:3, II(c). NPS was entered at 9:47 PM.
12. The Board of Trustees returned to Public Session at 10:24 PM.
13. A Motion to Adjourn was made by Potter, seconded by Wheeler. The meeting adjourned at 10:24 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary