

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday, July 20, 2021**

**MINUTES**

Attending: Scott Riddlemoser, Jill Dumont, Bill McCarty (ALT), Ed Cheever (ALT), Carole Wheeler, Assistant Director Claudette Russell, Chair Bruce Potter, Cathy Harvey, Fran Shippee (FoL), Linda Skrzyniarz

Absent: Ron Scherman

Public Attendees: Karen LaRue

1. Call to Order – Mr. Potter
2. Public Comment - none
3. Secretary’s Report – June 15, 2021 – Ms. Skrzyniarz – Some members of the Board were unable to access the Minutes sent by email, so paper copies were printed for review. Shippee noted that Item 6C in the Minutes, “the need for a future Capital Maintenance Plan for ventilation and heat”, needed to also include AC. Trustees agreed and Skrzyniarz made the correction. Riddlemoser made a Motion to accept the July Minutes, as amended; Wheeler seconded, and the Motion passed unanimously.
4. Treasurer’s Report – Ms. Dumont
  - a. Balance Sheet – The July CD rolled over at the current interest rate. Dumont reported that financial companies with greater rates didn’t do business in our area. Cheever suggested checking to see if People’s Bank is giving the Trustees a government (municipal) rate.
  - b. YTD Actual vs Budget – Operations at 52.4%; Salaries/Benefits at 51.6%. Utilities Line 820 high due to water testing costs.
  - c. Last Month’s Bank Activity – Large expenditures for water compliance/testing (\$490) and furnace repairs (\$900 so far).
5. Assistant Director’s Report – Ms. Russell – Russell reported an increase in attendance, and a decrease in curbside use, since opening with Summer Hours. Riddlemoser asked for a Patron Use count to present to the Budget Committee, including online users. Russell will develop a User spreadsheet. The Library has 4 active volunteers. A knitting group is meeting monthly in the Library. Annual Employee Evaluations were completed before Director

Ruane's departure. The Chesterfield Girl Scout Troop has been mulching the Library's flower beds after weeding was done by a high school student.

## 6. Old Business

- a. Coronavirus Protocols – A discussion was initiated by Skrzyniarz, speaking for the Staff, to consider Masked Monday Mornings, to mitigate risks of Coronavirus exposure for our unvaccinated Patrons, especially children under age 12. After a lengthy discussion, Trustees decided to leave the current Covid Protocol policy as is. The Library Newsletter, website, and the Library's portion of Chesterfield Happenings need to be updated to reflect the current policy: Masks are required for all unless a Patron has been fully vaccinated. Hand sanitizer must be used upon entering the Library. Curbside pick-up is still available.
- b. Heating and Ventilation update – There have been recent furnace expenses, beyond replacing the circulation pump. Pinney Plumbing & Heating has been making the repairs. Potter has sent a letter to the SelectBoard for future furnace replacement, as well as addressing ventilation and AC. Potter has ordered new push pins for broken window screens.
- c. Transition planning with Beth Ruane – Ruane provided a comprehensive list of recommendations for future work to the Executive Committee on June 23<sup>rd</sup>. Skrzyniarz shared the 5 most immediate concerns: Children's Collection, After-School Programming, Staff meetings between Board and the Library Team, Catalog items without subject headings, and a full Collection Inventory. Ruane's recommendation list was shared with Russell.
- d. Review of Personnel Policy – After a discussion of Staff evaluations and merit pay increases, it was decided that the Policy Committee needed to bring the 2018 Personnel Policy up to date to include disciplinary procedures and actions. Harvey and Riddlemoser will present a revision at the next Board meeting. Riddlemoser stressed the need for standardized yearly contracts for the Staff. He volunteered to write the contract.

## 7. New Business

- a. Staffing
  - i. An Assistant Librarian position of 20 hours has opened. Kathleen Packard has been hired to replace Thomas Nuhfer.

Trustees need to provide her with a contract, job description, and a copy of the Personnel Policy. Kathleen started work on Monday, July 19<sup>th</sup>.

- ii. The Library is now open on a Summer schedule due to staffing shortages. Staff have a rotating work schedule for Saturdays, and volunteers are filling in as the second worker. Potter stated that there may be times this summer when the Two Person Policy needs to be flexible.
  - iii. Staff Meetings – The Executive Committee has set every other Tuesday, at 3:30 PM, as a Board/Staff Meeting time. Two meetings have taken place already. Harvey will replace Potter at the next meeting on August 3<sup>rd</sup>.
  - iv. Workstations and Task Lists – Russell has moved her desk into the workroom and LaRue is now working closer to the Children’s Section. Staff have provided detailed job task lists to help the Board better understand daily, weekly, and monthly Library operations.
- b. Water testing – Surface water was getting into the Library’s well water, causing contamination. Cushing and Sons did some work at the well site. The water has been tested multiple times since. The water is now good, but still needs to be tested by the State to make it potable. Water testing is done quarterly for \$40.
  - c. Workroom clean-up – Dumont found a home for our 9 boxes of discarded books! The “Read on the Road” Program will continue to take books as they are weeded from our shelves.
  - d. Coll’s Cleaners comes once a week to clean the Library for \$65. Russell reported that she has not been happy with their cleaning job lately. She added that the bathrooms need to be cleaned at least twice a week. Shippee will talk to Alyssa about the cleaning job Coll’s does for the Town Office. Potter asked all Board Members to come up with names of dependable cleaning companies/individuals for the next meeting.
  - e. Garden – The Friends of the Library are donating \$6800 to refigure and refurbish the Children’s Garden. Cheever and Shippee have worked together on a plan that includes removing all side bushes, building a 4-foot Sure Pack gravel path, removing both Linden trees, relocating the rhododendrons, and putting up PVC white fencing on

two sides of the garden. The Board of Trustees readily agreed with this plan and gave it their full support. A Motion was made by Potter, and seconded by Dumont to allow work to be done on the garden by the Friends of the Library group. The Motion passed unanimously. LaRue will provide information to the group about the plan to add musical instruments in the garden.

8. Public Comment - none

9. Summary of Decisions Made

- a. The Coronavirus Protocols for Library Patrons will stay the same.
- b. The Friends of the Library group will refurbish the Children's Garden.

10. Assignments for Next Meeting

- a. Russell will provide a detailed Patron count to Riddlemoser for the Budget Committee.
- b. Potter will get the window screens fixed.
- c. The Policy Committee will update the Personnel Policy and present it for review at the August meeting.
- d. Riddlemoser will prepare a standardized contract.
- e. Shippee will speak with Alyssa in the Town Offices about Coll's Cleaners. Board Members will research the names of new cleaners.
- f. LaRue will provide information to Cheever and Shippee about the Garden's musical instruments being ordered.

11. Executive Non-Public Session – A Motion was made by Skrzyniarz to enter a Non-Public Session according to RSA 91-A:3 II-a for discussion of New Staff, Evaluations, and Director Search. The Motion was seconded by Wheeler, passing with a unanimous vote. NPS began at 8:18 PM.

12. The Board of Trustees returned to Public Session at 9:18 PM.

13. A Motion to Adjourn was made by Potter, and seconded by Wheeler. After a unanimous vote, the meeting was adjourned at 9:19 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary