

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday February 25, 2020**

**MINUTES**

Attending: Jill Dumont, Claudette Russell, Bruce Potter, Scott Riddlemoser, Ron Scherman, Linda Skrzyniarz

Absent: Carole Wheeler, Cathy Harvey

Public Attendees: Elizabeth Ruane

1. Call to order – Mr. Potter @ 6:27PM
2. Public Comment -none
3. Secretary's Report – Minutes of January 21, 2020 – Mr. Potter -The January Minutes were reviewed. Dumont made a motion to accept the Minutes as written, and Riddlemoser seconded. The motion passed unanimously.
4. Treasurer's Report – Ms. Dumont
  - a. Balance sheet – Town funds received for first quarter of 2020.
  - b. YTD Actual vs. Budget –Figures need to be calculated for new year.
  - c. Last month's bank activity – Book Systems is Atrium payment.

The YTD Actual vs. Budget figures were not available on the report. Dumont will work with Russell to update this information. Pending corrections, Potter made a motion to accept the Treasurer's Report, and Scherman seconded. The motion passed unanimously. Updated copies of the YTD figures will be provided at the next meeting.
5. Old Business
  - a. Policies - work will resume after Town Meeting
  - b. The Big Shift/Shelves – Shipping was contractually promised by 2/21, but no sign of the 8 shelves yet. Donnegan Systems, Inc. has no update on the order status. After viewing Riddlemoser's Big Shift diagram, the Trustees and Russell agreed that the first shift would involve books from the Children's section and Juvenile Non-Fiction, specifically S21, S20, S17, S16, S18, S19, S8, S7. No additional shelves will be ordered until the first shelves are in and their usefulness is determined. When ready, the 8 shelves are being delivered to Ames Performance; then Potter will pick them up and store them until book moving day. Dumont suggested moving books on Fridays when the Library is closed.
  - c. Budget – Big Shift Warrant Article - 18 new shelves were taken out.
  - d. Carpeting – to be replaced this year, in 4 stages, when Warrant Article passes at Town Meeting.

6. New Business – An application has been received from a qualified candidate for the Director’s position. A copy of the Personnel Policy, specifically related to the Director position, will be reviewed at the next Trustee meeting.
7. Public Comment – none
8. Summary of decisions made – Trustees and Russell laid out a plan for the beginning stage of the Big Shift.
9. Assignments for next meeting - Dumont will update QuickBooks with 2020 budget information.
10. Executive Nonpublic Session entered at 7:20 PM for discussion with Director candidate and application review, returning to Public Session at 8:43 PM.
11. Adjourn @ 8:43 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary