

**Chesterfield Public Library**  
**Board of Trustees Meeting**  
**Tuesday, December 21, 2021**

**MINUTES**

Attending: Chair Bruce Potter, Bill McCarty (ALT- voting), Cathy Harvey, Ron Scherman, Jill Dumont, Linda Skrzyniarz, Fran Shippee (FOL), Director Kathleen Packard

Absent: Scott Riddlemoser, Carole Wheeler

Public Attendees: none

1. Call to order – Mr. Potter @ 6:30 PM
2. Public Comment - none
3. Secretary’s Report – Ms. Skrzyniarz - The Draft Minutes of November 15, 2021 and December 13, 2021 meetings were shared via email and previously reviewed by members of the Board. Amendments suggested to the 11/15 Minutes include adding Bill McCarty to the list of absent members, adding a \$1000 cap to the Per Diem Motion, and taking out the line “monies for the temporary position will come from Line 325”. Harvey made a Motion to accept the November 15, 2021 Minutes, as amended. Scherman seconded, and the Motion passed unanimously. A Motion was made by McCarty, seconded by Scherman, to accept the December 13, 2021 Minutes as written. This Motion also passed unanimously.
4. Financial Report – Ms. Dumont – Dumont reported receiving a dividend check from the Tazewells/Lynn Camp Coal Corp for \$5,679.50. Potter made a Motion to accept the money for the Library. Scherman seconded, and the Motion passed by unanimous decision. Dumont presented a \$100 Anonymous donation made for the Children’s Garden. Potter motioned to accept the donation for the Children’s Garden, Dumont seconded, and the Motion passed unanimously. Dumont presented a \$50 donation to the Children’s Garden from the Thatchers. Potter motioned to accept the donation for the Children’s Garden, Skrzyniarz seconded, and the Motion passed unanimously. Dumont announced that \$128 was raised during the Quilt Raffle. As per the wishes of the quilt donor, a Motion was made by Dumont to accept these funds as a donation to the Children’s Garden. McCarty seconded, and the Motion passed unanimously.
  - a. Balance sheet – Potter asked Trustees to think about long term goals for the Non-Lapsing restricted funds which will be outlined in a future 2022 committee
  - b. YTD Actual vs. Budget – Operations at 99.6%; Salaries/Benefits at 89%
  - c. Last month’s bank activity – Non-Lapsing Funds were spent on the new shed and excavation; two computer systems were purchased with Town Appropriated Funds.
5. Director’s Report – Ms. Packard –

- a. Packard alerted the Trustees to the condition of the current book drop outside the Library and shared a quote for its replacement. Trustees decided to postpone replacing the book drop until more research could be done. Dumont suggested looking for the warranty from the 1997 purchase.
  - b. Trustees volunteered to open and close the Library on the following dates: 12/22 (Dumont), 12/27 (Skrzyniarz), 12/28 (Dumont), and 12/29 (Harvey).
  - c. Staff holiday appreciation will be a card and breakfast ticket.
  - d. Packard is still looking for a cleaner and a handy person to do minor repairs around the Library.
  - e. The shed area needs lighting. A decision was made to give Packard authority to spend \$250 to hire Amer Electric next spring.
  - f. Bathroom faucets are being replaced by Pinney Plumbing.
  - g. Sponsored by the Friends of the Library, a virtual program on December 6th, and an in-person event on December 20<sup>th</sup>, were well attended.
  - h. Greg Pratt purchased the first round of computer/technology items.
  - i. A second Per Diem substitute has been hired to cover end of the year hours. A Motion was made by Harvey, seconded by McCarty, to increase the Per Diem staffing budget to \$1300. The Motion passed unanimously.
  - j. The winner of the Quilt Raffle was Leda Stanley-Fidrych.
6. Old Business
- a. Copier update -Copier has been ordered, but no confirmation has been received.
  - b. The purchase of HEPA filters had been approved at the 10/19/2021 Trustee Meeting. A Motion was made by Harvey, seconded by Potter, to give McCarty authority to spend up to \$2000 on HEPA filter machines with funds from the 2021 operating budget. This Motion passed unanimously.
  - c. End-of-year purchases – computer projector, motion lights for shed area
7. New Business
- a. The Town’s Budget Committee requested to see Library Income and Non-Lapsing Funds in 2022 for the 2023 budget year. A discussion determined that this information is available monthly at the Trustee meetings. Per the Committee’s Chair, Potter postponed presenting the information to the Budget Committee until budget time next year.
  - b. Holiday Schedule 2022 – Trustees made the decision to follow the 2022 Holiday Schedule proposed by the Town in their 11/17/21 memo.
8. Public Comment - none
9. Summary of decisions made
- a. Three donations were accepted for the Children’s Garden, and one for the Library.
  - b. Purchase of a book drop was postponed, but HEPA filter machines, a projector, and motion lights were approved.
  - c. Per Diem budget was increased to \$1300.
  - d. The Town’s Holiday Schedule for 2022 was adopted for the Library.
10. Assignments for next meeting

- a. Packard will send thank you notes for donations received.
  - b. McCarty will buy 2 or 3 HEPA filter machines, spending up to \$2000.
  - c. Dumont, Harvey, and Skrzyniarz will open and close the Library on specified dates.
  - d. Harvey will present holiday cards and tickets to Staff on 12/23.
  - e. Packard will purchase a new computer projector and motion lights.
11. Non-Public Executive Session – A Motion was made by Harvey to enter a Non-Public Session according to RSA 91-A:3 11(a) for discussion of employee compensation and discipline matters. The motion was seconded by Potter, passing with a unanimous vote. NPS began at 8:24 PM.
12. The Board of Trustees returned to Public Session at 8:59 PM.
13. A Motion to Adjourn was made by Potter, seconded by Scherman. The meeting adjourned at 9:01 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary