

**Chesterfield Public Library**  
**Board of Trustees Meeting**  
**Tuesday, October 16, 2018**  
**MINUTES**

**Attending: Dave Smith, Bruce Potter, Gail Fleming (Alternate), Jill Dumont, George Preston, Ron Scherman, Carole Wheeler, Linda Skrzyniarz**

**Absent: Cathy Harvey**

**Public Attendees: Brad Roscoe, Jon McKeon**

1. Call to Order at 7:01 PM/Review Agenda – Mr. Potter
2. Public Comment - none
3. Chesterfield Solar Project – Mr. Roscoe – Bids for two different options are going out at the end of November for installation of the array. Then the company chosen will make a business offer to the town. The final decision for a long-term lease will be made at Town Meeting. The array will provide energy for the Library and other town buildings. Wiring and the conduit need to be upgraded in the Library by Eversource if an exemption is procured to go through the Library. If not, the wires will go through the Town Hall, even though that building uses less electricity. Mr. Roscoe presented town maps to show where the solar array will be built behind the Library. Preston offered his contact information to the bidders.
4. Secretary's Report, Minutes of September 20, 2018 – Ms. Skrzyniarz – Potter noted a correction that needed to be made. The donation to the Library Endowment Fund was incorrectly identified as going to the Library Foundation. The Minutes of the September meeting were then approved by the Board as amended.
5. Financial Report – Ms. Dumont
  - a. Balance Sheet – We are at  $\frac{3}{4}$  of the fiscal year, so numbers reflect approximately 75% of the budget.
  - b. YTD Actual vs Budget – A total of \$3095.50 was made from the Book Sale and the Silent Auction. Income for the Library is well over 75% of the amount anticipated for the year. Alissa Fox has made insurance payments for the year, noted in Line 102 (\$19,000). Workers' Compensation payment, Line 352, is in the works.
  - c. Last Month's Bank Activity – The bank statement shows \$2298 made from the Silent Auction (plus a little more will show up in next month's statement for last minute donation collections). The Board of Trustees voted to donate \$1,000 to the Library Endowment Fund.
6. Director's Report – Mr. Preston
  - a. Lighting Proposal- Preston has received three proposals to replace and upgrade the Library's interior lighting, one of which, LighTec, qualifies for the Small C&I Grant through Eversource, but expires in 30 days. Additional lighting upgrades, such as the timer and pole lamp, don't need to be done right away and don't qualify under the C&I Program. McKeon suggested replacing all of the lights while the workers were on site, but Preston responded that different equipment needed to be brought in, so it would not be cost effective. The cost to the Library will be around \$9000. Potter thought we should use money from the Library's Expendable Trust and spend the entire fund down. The rest of the money needed may need to wait for Town Meeting approval. McKeon said that in order to get the 50-50 deal from Eversource, the Town's Capital Replacement Fund could be used to make up the difference. The company wants 53% of the cost upfront with the signed contract. A motion was made to accept the bid from LighTec and move forward by spending up to \$9500 from the Library's

Expendable Trust with additional money from the Town's annual Capital Replacement Fund. Potter questioned how the lighting project will disrupt the Library. McKeon reported that the company is reputable and did a good job in other town offices. McKeon offered spare replacement ceiling tiles that are available in the storage area of the town office, if needed.

- b. Other Capital Projects – Although the 20 year old furnace is due to be replaced in the near future, Preston reported that it is still running well, with the exception of one part which has already been replaced. Preston and Potter suggested waiting up to 5 years to replace it, and use the money set aside for the furnace for the lighting. McKeon agreed and the Board decided to put the furnace replacement off to at least 2021. Preston also reported that the carpeting replacement could also be pushed back. Damage to the carpet is minimal. Preston would like to have the carpet cleaned after the winter. McKeon explained that the schedule for replacing big costly items on the Capital Maintenance Plan is firm, but flexible.
- c. FY2019 Budget Discussion – Preston said that landscaping needs work on the exterior of the Library. Since we are part of the “Town Green”, we have an obligation to do our part. Preston has contacted workers to put together a landscaping plan, the cost of which will be about \$2000. Preston thought perhaps the Board could go to the Friends of the Library and the Foundation for help. McKeon said there has been a tree inventory and a landscaping plan ready to be implemented for the town as a whole. He will get the Board a copy of the landscaping plan for our input. Potter suggested putting landscaping into the CMP and not in the Library's 2019 budget. McKeon said the Library has a responsibility for an annual contribution to the plan. Preston wants to see money put into outdoor maintenance of the Library for 2019. Potter suggested that Preston get a couple of landscaping quotes. McKeon noted that the full budget needs to be finetuned and ready to go by the Board of Selectmen's meeting on October 24<sup>th</sup>, before being presented to the Budget committee. Preston and Potter will work on the budget next week.

7. Old or Unfinished Business

- a. Compensatory Time – A motion was made by Potter, and seconded by Wheeler, to go into Nonpublic Session per RSA 91-A:3, 11(a) at 8:30 PM. Potter moved to come out of Nonpublic Session at 9:15 PM, seconded by Wheeler. Potter made a motion to seal the minutes of the Nonpublic Session which was seconded by Wheeler and passed unanimously.

8. New Business - none

9. Public Comment - none

10. Summary of Decisions Made

- a. A donation of \$1000 will be made to the Library Endowment Fund.
- b. The Library will accept the lighting bid from LighTec and move forward by spending up to \$9500 from the Library's Expendable Trust with additional money from the Town's annual replacement fund.
- c. Replacement of the furnace will be pushed back to 2021 or later. Installation of new carpeting will also wait.

11. Assignments for Next Meeting

- a. McKeon will supply a copy of the Town's landscaping plan to the Board.
- b. Preston will get quotes for landscaping projects before the 2019 budget is finalized.
- c. Preston and Potter will work together to finish the 2019 budget next week.

12. Adjourn at 9:15 PM

Respectfully submitted, Linda Skrzyniarz, Secretary