

**Chesterfield Public Library**

**Board of Trustees**

**December 15, 2022**

Present: Cathy Harvey, chair, Scott Riddlemoser, Michelle Fuller, Carol Wheeler, Vickie Herrick, Amy Neal (alt.), Judy Idelkope (selectman liason), Clai Lasher-Sommers, director

Absent: Ron Schermann

Meeting called to order at 6:30 PM

Secretary's Report: Wheeler moved to accept the 11/29/2022 minutes as written. Seconded by Riddlemoser. The motion passed unanimously.

Financial Report : A discussion of line 370 being spent at 659% took place. It was determined that the percentage was because an 434.00 was spent from non-lapsing funds in that line item.

Director's Report was accepted

Old Business

1. Harvey reported that the 2022-2023 budget had been presented to the Board of Selectmen and the Budget Committee for their review and recommendation only. The 2022-2023 budget with justifications is attached. Encumbering December expenditures, the 2021-2022 budget will total \$10,535 spent. T
2. Discussion followed concerning the use of non-lapsing funds. It was decided 2,000 would be taken from the Mary Maxwell account for the purchase of new books. The director presented a list of items she would like to purchase for the library to meet its present needs. The items totaled 3577.98 after a large book cart to be used for weeding was moved from encumbered funds to items to be purchased. Donation money totaling 3041 will be used to purchase these items and the remainder of the funds will come from the non-lapsing account. Potter moved to accept the list of encumbered expenditures and the list of to be purchased items. Seconded by Wheeler. The motion passed unanimously. A copy of the list is attached. The director will purchase the needed items.
3. A motion was made by Wheeler and seconded by Riddlemoser to accept a \$500.00 donation from Jean Watley and seconded by Wheeler, The motion passed unanimously.
4. A motion was made by Wheeler and seconded by Potter to accept a \$150.00 from Kate McNulty. The motion passed unanimously.

5. Potter made motion to raise the amount of money for fuel in line item 860 in the 2022-2023 budget to \$4,271 based on the cost of the fuel of \$3.559 a gallon for a 1200 gallon tank. This was recommended by selectboard liason Judy Idelkope. It was seconded by Wheeler and passed unanimously. The director will send a new copy of the budget with the change to Chair Winn of the Selectboard and Chair Goulet of the Budget Committee.
6. Committee reports –
  - a. HVAC report is still pending
  - b. Amer Electric is waiting for the parts to install the security system
  - c. It report authored by Mr. Jeff Greer, cybersecurity professor, was presented for a second reading. Mr. Greer will be invited to attend the January meeting via zoom to answer trustee questions. The trustees will vote to accept the report in January.
  - d. The Personnel policy was accepted for a first reading. Potter made a motion to eliminate the longevity pay from the personnel policy for employees hired after the date 2022. Seconded by Riddlemoser and the motion passed unanimously.

#### Public Comment

Idelkope announced that the town will pay for super Bowl breakfast tickets for town committee members including the Board of Trustees. There are luncheon vouchers to be picked up by department heads that could not attend the Christmas Town Luncheon.

#### New Business

1. Potter moved and Riddlemoser seconded to close the library on Christmas Eve and New Years Eve Saturday. The motion passed unanimously.
2. The director recommended to the board to move Alex from Library 1 position to library 2 position for 13-14 hours per week at \$16.50 an hour. Harvey moved to accept the recommendation, seconded by Fuller. The motion passed unanimously and Harvey will prepare a new contract .
3. The library 1 position has been advertised on Indeed and on a library listserv. The director recommended to offer the position to Lydia Hurley as a temporary Part time employee for Tuesdays 3 PM – 6 PM and three Saturdays a month. Harvey moved to accept the recommendation and Fuller seconded . the motion passed unanimously.
4. The library credit card needs a name change Harvey moved that the name be changed from Claudette Russell to Clai Lasher-Sommers and that the board authorize the director to use the credit card to purchase library needs. Riddlemoser seconded the motion and it passed unanimously.

5. Potter moved to appoint Harvey as the Library Endowment Board liaison. Seconded by Riddlemoser. The motion passed 5 – 1.]

Potter moved to adjourn at 7:50 PM , Wheeler seconded and the motion passed unanimously.

Respectfully submitted.

Cathy Harvey