

**Chesterfield Public Library
Board of Trustees Meeting
September 21, 2021**

MINUTES

Attendees: Chair Bruce Potter, Scott Riddlemoser, Carole Wheeler, Bill McCarty (ALT), Fran Shippee (FOL), Cathy Harvey, Ron Scherman, Jill Dumont, Linda Skrzyniarz

Public Attendees: Antje Hornbeck

1. Call to order – Mr. Potter at 6:29 PM
2. Public Comment - none
3. Library Social Media and Website Report - Antje Hornbeck – A report was presented by Antje detailing the 2020 Year in Review, Library Facebook activity, Monthly Newsletter audience, and the Library Website visitors. Antje also presented Marketing and Outreach suggested goals, and current and proposed initiatives. Our Director will work with Antje on a branding initiative which will be implemented consistently across all website/newsletters/social media/printed materials. A link will be provided to Patrons from *Chesterfield Happenings* to the Library's newsletter to promote programs and services. Trustees agreed that money would need to be added to Line 670 for next year's Marketing and Outreach Budget.
4. Secretary's Report – Minutes of August 17 and August 23 – Ms. Skrzyniarz
The two sets of August Minutes had previously been reviewed online, with no corrections suggested. Wheeler motioned to accept the 8/17 and 8/23 Minutes as written; Riddlemoser seconded. The Motion passed unanimously.
5. Financial Report – Ms. Dumont
 - a. Balance sheet – last installment of Town Appropriated money is coming
 - b. YTD Actual vs. Budget – Operations at 76.2%, Salaries and Benefits at 64%. Harvey noted, on Line 460, that computers still need to be purchased for the Library. Packard will complete a technology inventory first. Riddlemoser suggested changing the titles of Lines 313,315, and 317 to match with approved Job Descriptions of Staff 1-3. Trustees agreed and Dumont will make the changes on QuickBooks.
 - c. Last month's bank activity – Money was spent from the ARPA Grant and the necessary reporting is being completed by Packard.
6. Director's Report – Ms. Packard – August Library Usage: 69 Downloaded Books (428 Libby Downloadable Books added), 533 Patron Visits, 3 Curbside Service Requests, and no Home Deliveries.
A new group Preschool Storytime is starting on September 27th at 10:30 outside in the garden. Twelve plastic chairs have been purchased for the event and a tent will be borrowed from the school if needed. Once the storage shed is available,

Packard will purchase some pop-up tents for future outdoor activities. Trustees agreed that masking recommendations for all Patrons over 2 years old must be followed within the curtilage of the Library, including its surrounding grounds. Packard will purchase child sized masks. Packard asked the Board to pay \$150 for a consultant from the NH Science and Public Health Organization to seek recommendations for adding stand-alone air filters in the Library. The Board approved this request. Staff are considering a raffle or silent auction to acquire funds for the garden with a quilt that was donated to the Library. Packard recommended hiring Patti Smith to fill a Library Staff 1 position, which the Board supported with a unanimous vote, following a Motion by Dumont, a second by Scherman. Packard also recommended contracting Linda Allard to clean the Library two times a week for \$100. The Board approved and Riddlemoser offered to write a Cleaning Service Contract. He will also prepare a contract for Antje Hornbeck. Packard will be looking into lease options for a new copier. Finally, Packard is collecting pictures of the Library for potential marketing, and is thinking of ways to highlight the Library's recent renovations.

7. Old Business

- a. Policy review: Personnel Policy – Due to the lateness of the meeting, the review of the amended Personnel Policy will be reviewed at the next Board Meeting. The Policy Committee will meet with Packard as they continue to work toward a final draft. A Motion was made by Wheeler, seconded by Harvey, to accept the list of amendments made by Riddlemoser to the 08-17-2021 approved policies and documents, with the updated versions: Disciplinary Policy (08-23-21 V2) and Disciplinary Action Form (08-23-21 V2), Job Description (08-23-21 V4) and Evaluation (08-23-21 V4) for Library Director, Librarian Staff 1-3 Job Descriptions (08-23-21 V1) and Evaluations (08-23-21 V1), Library Employment Agreement (08-23-21 V3), and Nonexempt Employment Agreement for Hourly Staff (08-23-21 V3). Packard also requested future input into those document revisions as well. The Motion passed by unanimous decision.
- b. Furnace Repairs – Potter reported that there had been a recent change in the management of Pinney P&H, nullifying any quotes given previously. Riddlemoser will get new quotes for replacing the furnace boiler, and for possibly adding AC. Shippee stated that 2024 Capital Maintenance Funds contain money for a new boiler. Dumont added that the last bill from Pinney was for the circulation pump.
- c. Garden update – Musical instruments are coming on October 11th.

8. New Business

- a. Computer Purchase for Trustees – Skrzyniarz has purchased an HP ENVY 13 Laptop PC for Trustee Use. Once the computer arrives in mid-October, Skrzyniarz will save the most recent versions of all policies and documents to the computer. She requested that the Policy Committee be the ones to update policies and documents on the computer as revisions are completed, deleting older versions.

- b. Library Usage Report for Budget Committee – Russell has prepared a report at Riddlemoser’s request. Dumont questioned the need to update the Budget Committee on a regular basis when the Library Usage Report for the year is presented to the committee annually at budget time. Packard suggested adding Library Usage Statistics to the monthly Minutes.
- c. Trustees received a Capital Improvements Program Memo from the Committee asking for help in updating the CIP for the period of 2021-2026. Shippee shared the 2013 Capital Improvement Program requests from the Library: \$30,000 to replace roof shingles in 2014 and \$30,000 to replace carpet and paint interior of building in 2016. “Other projects being considered include installation of air conditioning, replace furnace, construction of an addition to house community meeting room and increase Library storage. They request \$5,000 annually to be added to the Library Building Maintenance Capital Reserve Fund.” The Committee asked that the Trustees begin to assemble this information and send a draft to their committee contact.

9. Public Comment - none

10. Summary of decisions made

- a. The 2022 Library Budget will include money for Marketing and Outreach.
- b. QuickBooks Lines 313, 315, and 317 will be renamed Staff 1-3.
- c. Masks are recommended for all Patrons, age 2 and up, if unvaccinated, when inside the Library curtilage.
- d. A consultant from the NH Science and Public Health Organization will be paid \$150 for air purification system recommendations.
- e. Trustees supported the hiring of a Staff 1 Librarian.
- f. The Library will be cleaned twice weekly by Linda Allard for \$100.
- g. Amendments to the Disciplinary Policy and Action Form, Job Descriptions and Evaluations for Director and Staff 1-3, Director and Nonexempt Hourly Employment Agreements were accepted.
- h. Discussion of the draft Personnel Policy was tabled; the Committee will meet with Packard before the October Board Meeting.

11. Assignments for next meeting

- a. Packard will conduct a tech inventory before recommending new tech purchases.
- b. Skrzyniarz will provide Packard with the Staff 1 job description, evaluation, and contract for the new hire.
- c. Riddlemoser will prepare a Service Contract for Linda Allard (cleaning) after Packard checks with the Town about their cleaner.
- d. Riddlemoser will prepare a Service Contract for Antje Hornbeck (social media) to be negotiated by Packard, pending Board approval.
- e. Packard will look into leasing a new copier.
- f. Riddlemoser will get quotes for boiler replacement and AC.
- g. Riddlemoser will send the Budget Committee meeting schedule to Packard.
- h. Harvey will get quotes for painting touch-up work inside the Library.

12. A Motion to adjourn was made by Dumont, seconded by Scherman. After a unanimous vote, the meeting adjourned at 9:23 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary