

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, May 21, 2019**

MINUTES

Attending: Ron Scherman, Jill Dumont, Bruce Potter, Carole Wheeler, Claudette Russell, Cathy Harvey, Linda Skrzyniarz

Absent: none

Public Attendees: Scott Riddlemoser, Ken Walton

1. Call to order – Mr. Potter at 6:31 PM
2. Public Comment – Walton and Riddlemoser were introduced and welcomed. Riddlemoser is considering formally joining the Library Trustees.
3. Secretary’s Report – Minutes of April 16, 2019 – Ms. Skrzyniarz -The Minutes of the April meeting, submitted by the Secretary, were reviewed. Wheeler motioned to accept the Minutes as written, and Harvey seconded. The motion passed by unanimous vote.
4. Financial Report – Ms. Dumont
 - a. Balance sheet – next CD matures in July
 - b. YTD Actual vs. Budget – ending first quarter at 24.4% spent
 - c. Last month’s bank activity – pest control cost \$250.Wheeler motioned to accept the Treasurer’s report, and Scherman seconded. The Treasurer’s Report was unanimously accepted.
5. Old Business
 - a. Policies- The Policy Committee rewrote the *Board of Library Trustees Organization and Duties*. After discussion, Skrzyniarz motioned to approve the revised policy, and Wheeler seconded. The motion passed.
 - b. Computers - 3 new computers were ordered after consulting with the Library’s IT. The cost was over budget by \$104; extra money came out of the Library’s budget. Security software protection will be added by Dumont, Russell and Greg Pratt, and the old computers will be cleaned up for disposal.
 - c. NH Spring Trustees Conference at the Jaffrey Library – Potter, Dumont, Russell, and Skrzyniarz attended and shared what they learned.
 - d. Exterminator – Keene Pest Control took care of the ant problem.
 - e. Electric bill continues to decrease from \$250/month to current \$146/month.
6. New Business
 - a. Endowment Fund – Ken Walton – The fund started around 2004 with the mission to support library activities. The Committee meets 3-4 times a year with the goal of growing the fund and make donations to library programs if/when needed. Currently they are considering strategies to raise more funds and increase public awareness.
 - b. Policies -The Policy Committee brought rewrites of the *After-School Use of the Chesterfield Public Library Policy* and the *Bulletin Board Policy* for review. A motion was made to accept the revised policies by Scherman, and Wheeler seconded. Trustees voted unanimously to accept both policies as rewritten.

- Three additional policies were being reworked for further review: the *Library Policy on Behavior*, the *Safety and Security Policy*, and the *Child Safety Policy*. Trustees should read the old policies for discussion at the June meeting.
- c. Potter opened discussion about “The Big Shift” – making the Library more customer/user friendly as seen at the Jaffrey Library, specifically moving the children’s and young adults’ sections to the other side of the Library, in view of the front desk. Potter and Riddlemoser will work with a computer program to put this plan on paper for further discussion.
 - d. Silent Auction – The auction will start on August 1st and end on August 24th, with some kind of celebration on the final day. Trustees should begin collecting. Russell and Dumont will have the donation tax forms available.
 - e. Russell noted that Joanne MacLean, a 20-year Library volunteer, was moving. After words of praise were shared by many, a motion was made to honor her with a gift card for \$100 by Harvey, and seconded by Wheeler. Following a unanimous vote, Skrzyniarz was directed to get a VISA card and thank you card and bring both to Russell for presenting to MacLean.
 - f. The holly plants near the Library have died and need to be removed. Russell will contact Chris Lord. The plants will be replaced at a later date.
7. Public Comment - none
 8. Summary of decisions made
 - a. Updates to three Library’s Policies (*Trustees Organization and Duties*, *After School Use*, and *Bulletin Board*) were approved.
 - b. Silent Auction 2019 dates set for August 1-24.
 - c. Money for thank you gift for volunteer was approved.
 - d. Scott Riddlemoser agreed to join the Trustees. His request to become a Library Trustee to replace Dave Smith was accepted by the Trustees. Potter will submit his name to the Selectmen for their approval.
 9. Assignments for next meeting
 - a. Russell and Dumont will add security software to all Library computers, as well as have the old computers cleaned up and removed.
 - b. All Trustees will be prepared to discuss three Library Policies: *Behavior*, *Safety and Security*, *Child Safety*) at the June meeting.
 - c. Potter will put “The Big Shift” on paper for continued planning and discussion.
 - d. Russell and Dumont will prepare the Silent Auction donation forms and Trustees will begin collecting items.
 - e. Skrzyniarz will purchase a gift card and thank you card.
 - f. Russell will contact Chris Lord to remove the dead plants.
 - g. Potter will submit Riddlemoser’s name to the Selectboard for their next meeting.
 10. Executive Nonpublic Session entered at 8:17 PM for Director discussion, returning to Public Session at 9:00 PM.
 11. Adjourn at 9:00 PM

Respectfully submitted by Linda Skrzyniarz, Secretary