

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday, December 15, 2020**

**MINUTES**

Attending in Person: Bruce Potter, Jill Dumont, Ron Scherman, Carole Wheeler, and Linda Skrzyniarz

Attending via Zoom: Director Beth Ruane, Scott Riddlemoser, Friends of the Library Liaison, Fran Shippee, and Cathy Harvey

Absent: none

Public Attendees: none

1. Call to Order – Mr. Potter at 7:30 PM, after reading Zoom meeting protocol
2. Public Comment - none
3. Secretary’s Report – November 17, 2020 - Ms. Skrzyniarz - The November Minutes had previously been reviewed online, with no corrections suggested. Potter motioned to accept the Minutes as written; Scherman seconded. After a rollcall vote, the Motion passed unanimously.
4. Treasurer’s Report – Ms. Dumont
  - a. Balance Sheet – A CD matures in January. A Motion was made by Scherman, and seconded by Wheeler, to rollover the CD at maturity. This Motion passed by unanimous rollcall vote.
  - b. YTD Actual vs Budget – at 70%
  - c. Last month’s bank activity - includes cost for front desk plexiglass
5. Director’s Report – Ms. Ruane – Phase II carpeting has been completed. JDS Flooring is returning to address some installation issues. The Big Shift continues with the arrival of new rolling carts. Tom Bodett has agreed to do an author talk for the Book Club, details to follow. The 2021 Budget meetings with the BOS and Budget Committee were successful. End-of-the-year Library stats include: 600 Curbside Service requests, 4364 Audio/E-book downloads, 208 Interlibrary loans borrowed and 244 loaned, and 44 adults/2 juveniles/12 libraries added as new users. Ruane reported that there are 2452 Library Patrons.
6. Old Business
  - a. Carpeting update – Potter will be asking for a discount due to the delay caused by installation problems.
  - b. The Big Shift – Carpet issues have delayed the remaining work situating the Library collection. The discussion of storage ideas is on hold until after areas of the library are back in place. Potter will talk with the Town to

encumber 2020 warrant article monies for new furniture. Shippee suggested talking with Alyssa about vendors, also.

- c. Coronavirus Response / Reopening – State of NH guidelines are still being followed, with an undetermined reopening date.
- d. Alternate Trustee opening – Potter will contact volunteer William McCarty about filling the open position.

#### 7. New Business

- a. Operating budget money from 2020 – After discussion, Harvey motioned to allow the Executive Board to approve spending up to \$10,000 for library needs, from Operation funds and not from Salaries. This Motion was seconded by Wheeler. The Motion passed after a 6-1 rollcall vote, with Riddlemoser dissenting.
- b. Library Assistant position – Ruane received 6 applications for the position. Ruane will recommend a top candidate to the Board of Trustees before the end of the year. A special Non-Public Meeting will be held on 12/29/2020.
- c. Director Contract - Riddlemoser explained a discrepancy between Ruane's hire date (July) and the Town's Personnel Policy on Step increases (September). Dumont and Potter stated that funds would be available to allow the step increase to happen at the end of the first-year contract. This discrepancy will need to be budgeted in future years.

#### 8. Public Comment - none

#### 9. Summary of Decisions Made

- a. A CD will be rolled over at the People's Bank in January.
- b. Trustees authorized the Executive Board to monitor Operations spending of \$10,000 before the end of the year.
- c. A Non-Public Board of Trustee Meeting will be held on Tuesday, December 29, 2020 at 7:00 PM (in person or via Zoom) to approve a new Staff hire.

#### 10. Assignments for Next Meeting

- a. Ruane will research Patron numbers, checking in-town/out-of-town addresses, and Patron status.
- b. Potter will contact Alyssa about furniture vendors, and warrant article monies to be encumbered.

#### 11. Adjourn 8:15 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary