

Chesterfield Public Library
Board of Trustees Meeting
Tuesday July 21, 2020

MINUTES

Attending: Ed Cheever, Ron Scherman, Scott Riddlemoser, Cathy Harvey, Jill Dumont, Bruce Potter, Beth Ruane, Linda Skrzyniarz

Absent: Carole Wheeler

Public Attendees: Fran Shippee, Chris Yasika

1. Call to order – Mr. Potter @5:00 PM
2. Public Comment- introductions were made
3. Director’s Report – Potter reviewed Ruane’s report item by item. The new Director reports an increase in curbside pickup and book downloads. Returned library materials continue to be quarantined for 72 hours. Metal brackets for new shelving are due to arrive in August. The YA section move has been completed. The summer reading program “Imagine Your Story” is off to a great start. The Friends of the Library have agreed to pay for a one year Zoom subscription for the Library. Using this platform, Ruane will begin a “Chesterfield Connect Coffee Hour with the Director”, details to follow. Staff is eager to reopen to the public and have begun discussing the necessary procedures at their Monday Staff Meetings. Outdoor book browsing may be offered as an alternative.
4. Secretary’s Report – Minutes of June 16, 2020 – Ms. Skrzyniarz - The June Minutes had previously been reviewed online, with no corrections suggested. Riddlemoser motioned to accept the Minutes as written, and Scherman seconded. The motion passed by unanimous vote.
5. Treasurer’s Report – Ms. Dumont - After review of the January-June financial report, a motion was made by Potter, and seconded by Riddlemoser, to accept the Treasurer’s report, as presented. The motion passed by unanimous vote.
 - a. Balance sheet – assets from book sales and donations remain steady
 - b. YTD Actual vs. Budget – shows large increase in Line 760 due to wheels and tops purchased for new shelving
 - c. Last month’s bank activity – Trustees’ NHLTA dues were paid; electric bill remains low, due to new lighting installed last year
6. Old Business
 - a. Carpeting – Chris Yasik, with Flooring Associates in Londonderry, came to finalize plans for replacing the carpeting. Work will begin in September, approximately 6-8 weeks after ordering. Carpeting will be laid in 4 phases (roughly 1000 sq ft sections), beginning with the Adult Fiction and Large Print section. The new carpet squares will be cut up to the permanent shelving. Dust will be contained as much as possible in work areas, but stationary shelves

should be covered in painter's plastic. All debris will be taken out to a dumpster. The work area will be cleaned by Flooring Associates. A one-to-two week period in between phases will allow for additional cleaning and material/shelving replacement. Riddlemoser stressed the importance of getting books and shelving in the first section moved in advance of carpet arrival during the next 6 weeks. Potter suggested moving tall bookshelves to the front of the Library, temporarily. Heavy weeding should continue in order to prepare for the complete removal of 4 tall bookshelves. Ruane should let the Trustees and Friends know when help is needed.

- b. Updated Contact List – Riddlemoser noted that NH RSA 202-A:11 does not allow a Town Selectboard member to act as a representative of the Town at the Library Board of Trustee meetings. Dumont suggested that the contact list include Fran Shippee as a Town public citizen “liason” instead. Ruane will see to the correction.
- c. Policies – The revised Personnel Policy was distributed to the Trustees by Russell. Ruane will provide a prioritized list of policies in need of review to the Policy Committee.
- d. The Big Shift/Shelves – Trustees remain committed to the Big Shift. Two informal meetings with the new Director have been scheduled to detail, first, the Big Shift dream on 7/23, and then the logistics of the Big Shift on 7/27. Riddlemoser has contacted Donnegan Systems, Inc. for pricing on 13 more shelving units for purchase at the end of the year.
- e. Silent Auction – Due to the closure of the Library, this event will be postponed. After the carpet replacement is completed, a Gift Card Auction may take its place. It could be an opportunity for the Library to give back to the community that has shown so much support for the Silent Auction over the years.

7. New Business

- a. COVID-19 and the Library - After considerable discussion, the Trustees decided that reopening the Library to Patrons, by appointment, will need to happen after the carpet replacement is finished. Curbside pickup and delivery will continue until then, for the safety and health of Staff and Patrons.
- b. Coronavirus / Plexiglass will be part of the plan for reopening. Ruane will secure quotes for purchase and installation for the next meeting. Plexiglass will be installed after the dust from the carpet replacement settles.
- c. Fencing, near the side door, will be installed after the carpet replacement, since the dumpster will be occupying that area.
- d. Lilac Trees / Trees to the left of front entrance will be pruned in the fall.

- e. Outside seating – Ruane suggested purchasing picnic tables to accommodate Patrons wishing to use the Library’s WIFI. Concerns were raised about keeping the tables clean. Trustees agreed that one table be purchased and its use monitored by Staff. Shippee offered to have the Friends of the Library buy the table.
8. Public Comment – Shippee would like to highlight the Library, its Trustees, and their new Director, in the next issue of “Chesterfield Happenings”. Ruane will have her Staff supply Library updates and news to Shippee.
9. Summary of decisions made
 - a. Carpeting will be ordered by Flooring Associates. Installation, beginning in the Adult Fiction/Large Print section, will start as soon as the carpet arrives.
 - b. Two informal meetings with Ruane about the Big Shift will take place on 7/23 and 7/27 at 2:00 PM. Staff will begin clearing the AF/LP area.
 - c. Trustees agreed to have Friends of the Library purchase a year’s subscription to Zoom for Staff and Patron use, and a picnic table to enable Patron internet use outside the Library.
 - d. The annual Silent Auction has been postponed.
 - e. The Library will not reopen to the public by appointment until the carpet replacement is complete.
 - f. Curbside pickup and delivery of Library materials will continue.
10. Assignments for next meeting
 - a. Potter will order a dumpster.
 - b. Dumont will purchase painter’s plastic and tape.
 - c. Ruane will have Staff supply information to Shippee for “Chesterfield Happenings”.
 - d. Ruane will provide a list of policies needing review.
 - e. Ruane will correct the Trustee and Staff contact list.
 - f. Ruane will procure multiple quotes for plexiglass.
 - g. Dumont will purchase fencing.
11. Executive Nonpublic Session was entered at 7:25 PM for discussion of staff hours, returning to Public Session at 8:11 PM.
12. Adjourn @ 8:12 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary