

**Chesterfield Public Library  
Board of Trustees  
Tuesday, February 19, 2019**

**MINUTES**

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

Absent: none

Public Attendees: none

1. Call to order – Mr. Potter at 6:32 PM
2. Public Comment – Preston stopped by to say hello and update the Trustees about his current status.
3. Secretary's Report – Minutes of January 15, 2019 – Ms. Skrzyniarz – The Minutes of the January meeting, submitted by the Secretary, were approved as written.
4. Financial Report – Ms. Dumont
  - a. Balance sheet – The CD was renewed for a one year term.
  - b. YTD Actual vs. Budget – Monies left from FY2018 were given back to the Town.
  - c. Last month's bank activity- Oil costs have been higher than budgeted. Russell will stop auto delivery until the new heating season begins. Line 730 is high because of recent plumbing and heating issues.
5. Old Business
  - a. Lighting – The 3 week project will hopefully begin this Friday, starting with the 2x2 lights. Potter will be letting the workers into the Library early in the morning, and will check to see if clear plastic tarps are needed to cover the bookshelves. A suggestion was made to invite the public in for a party when the project is finished!
  - b. Replacing the carpeting is our next project- Smith questioned the balance in Town Building Expendable Trust Fund/ Town Maintenance Fund and said the Trustees need to make sure the carpeting is on the Selectmen's project list. He added that there should be a continuous lobbying plan in place to ensure the funds are set aside for the carpeting. Russell will get real work estimates and real price quotes for carpet squares, with the hope that by using squares, the majority of book shelves will not have to be moved during the renovation. Some redesigning of library space will be taking place., however. Trustees are encouraged to look at other library plans to get some ideas of changes that could be made.
  - c. Hoopla subscription is on hold for now. Russell and others have found that it is more for movies than for books, and searching for books is difficult. Downloading takes a

long time. The Trustees will keep trying Hoopla for another month before making a final decision.

- d. Potter reported that Rick Cooper said fire codes do not require a sprinkler system at the Library.

#### 6. New Business

- a. Third Trustee needed– Trustees were asked for write-in suggestions. There are only three days left to get someone on the ballot. Russell is calling Clare King who had expressed an interest.
- b. Smith, who will not be seeking reelection, reminisced about his many years of service to the Library saying, “I never had a bad day at the Chesterfield Library.” He encouraged Trustees to keep working hard to improve the Library for the benefit of all residents, citing a long list of improvements made during his years as a Trustee.
- c. Jane Anderson is leaving in April – Russell is looking for a page for the summer to provide additional staffing.
- d. The Trustees agreed on a plan to begin updating the By-Laws and Policies by committee (first committee: Dumont, Harvey, Russell) starting with the Mission Statement and Objectives. Potter will assign one or two to be discussed, and revised if necessary, at each future meeting.
- e. April 7-13 is Volunteer celebration week.
- f. Russell questioned whether the oldest Library tables could be refinished. A suggestion was made to check with Ed Cheevers. Even if the tables aren’t part of Library’s redesign, the tables could find new use elsewhere in Town.

#### 7. Public Comment - none

#### 8. Summary of decisions made

- a. Trustees will continue to assess a Hoopla subscription. Russell will send out the access code again.
- b. Select Library By-Laws and Policies will be reviewed at every future meeting, led by an assigned committee.
- c. Potter will purchase plastic tarps for the lighting project, if needed.
- d. Russell will get carpet replacement estimates and real quotes for carpet squares, as well as continue the search for summer help.
- e. There will be a discussion about the Library Director’s position at a future meeting, and decisions made about how to move forward.

#### 9. Adjourn at 7:47 PM

Respectfully submitted by Linda Skrzyniarz, Secretary