

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, March 16, 2021**

MINUTES

Attending in person: Chair Bruce Potter, Carole Wheeler, Bill McCarty (Alt), Jill Dumont, Ron Scherman, Linda Skrzyniarz

Attending via Zoom: Director Beth Ruane, Cathy Harvey

Absent: Scott Riddlemoser

Public Attendees: none

1. Call to Order – Mr. Potter @ 6:28PM following Zoom protocol
2. Public Comment- none
3. Secretary’s Report – February 16, 2021 – Ms. Skrzyniarz -The February Minutes had previously been reviewed online, with no corrections suggested. Wheeler 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- CD dates reflect year accounts opened
 - b. YTD Actual vs Budget- Budget passed at Town Meeting, spending at 17.4%
 - c. Last Month’s Bank Activity- Coll’s Cleaning has restarted services
5. Director’s Report – Ms. Ruane – The Teen section is set up to include 2 new café tables, 4 stools, and a bench. Weeding has been paused to turn attention to reopening. Sixteen Library Patrons attended “What the Declaration Could Mean to Us” programming provided by a Grant from NH Humanities. The second part of the series, “The First Amendment” is scheduled for April 8th at 6:30 PM. There will be another Zoom event in April to celebrate National Poetry Month. Curbside service continues to be active.
6. Old Business
 - a. The Big Shift – The workstation, in the new Teen section, still needs to be removed. The entire Nonfiction section is being relocated. Discarded books are ready for shipping.
 - b. Coronavirus Response / Reopening – Curbside service will continue to be offered as the Library shifts to reopening 2 days a week,

following Covid-19 safety guidelines, and with capacity limits, the week of April 12th. Three computers will be made available to Patrons. After school services will not be available. More details about the reopening can be found on the Library's website.

- c. HVAC – Potter is meeting with Pinney P&H on 3/18 to address Library air quality issues and solutions.

7. New Business

- a. Trustees Harvey & Skrzyniarz were re-elected for 3-year terms.
- b. Election of Officers of the Board of Trustees – A motion was made by Wheeler, seconded by Scherman, to re-elect the members of the Board of Trustees Executive Committee. This Motion passed unanimously. Potter will continue as Chair; Harvey will continue as Vice-Chair; Dumont and Skrzyniarz will remain as Treasurer and Secretary, respectively.
- c. 2020 Social Media Review – Antje provided a Library Social Media and Website Report, as of January 2021. Statistics showed our user base is growing on Facebook. The Library Newsletter is now sent out monthly, with 568 subscribers. The Library website was used by 2105 unique visitors last year. Funding may need to be increased for Social Media next year.
- d. The Johnson Family Fund is meeting March 19th via Zoom. Dumont will confirm use of the 2020 distribution. Five percent of the earnings distribution this year was \$863. A Motion was made by Potter, seconded by Wheeler, to give one half of the funds to the Chesterfield Public Library Foundation. The Motion passed by unanimous vote. The rest of the distribution will be used for Staff areas and quarantining materials.
- e. The Library's back door replacement by the Town is on hold. The Town is waiting for a crash bar before installing. Roof work will also be done.
- f. NHLTA has posted a 3-part webinar, available to all Trustees, on the NHLTA.org website. Spring Orientation workshops, for new Trustees, will be held virtually on April 24th, and June 7th.
- g. Melissa Baptiste has given Notice and is leaving at the end of March for a fulltime job at Antioch. If her position needs to be filled in the future, funds are available in Line 325.

- h. Ruane's contract ends June 30th. She has decided not to renew her contract, but will help the Board search for a replacement. The Executive Board agreed to start work with her as soon as possible.
- 8. Public Comment - none
- 9. Summary of Decisions Made
 - a. The Library will open to Patrons the week of April 12th, with limited days, hours, and capacity.
 - b. Half of the Johnson Family Fund 2021 distribution will be given to the Chesterfield Public Library Foundation.
 - c. The Board of Trustees' Executive Committee was re-elected.
 - d. The Executive Board will serve as a search committee for a new Director, with assistance from Ruane.
- 10. Assignments for Next Meeting
 - a. Ruane will check to see if past Zoom programming was recorded for Patrons to view.
 - b. Ruane and Dumont will research Staff privacy options for workroom.
 - c. Potter will meet with Pinney P&H and report their ventilation assessment to the Board at the next meeting.
- 11. A Motion was made by Wheeler, seconded by Scherman, to adjourn at 7:42PM. The Motion passed unanimously.

Respectfully Submitted by Linda Skrzyniarz, Secretary