

Chesterfield Public Library
Board of Trustees
Tuesday, June 18, 2019

MINUTES

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

Absent: none

Public Attendees: none

1. Call to order – Mr. Potter @ 6:30 PM
2. Public Comment - none
3. Secretary's Report – Minutes of May 21, 2019 – Ms. Skrzyniarz – The May Minutes 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 – grant money used (from Non-lapsing Funds) for computers
 - b. YTD Actual vs. Budget- at 33.7%
 - c. Last month's bank activity – includes IT expensesHarvey motioned to accept the Treasurer's Report, and Scherman seconded. The motion passed by unanimous vote.
5. Old Business
 - a. Policies – After much discussion, the *Safety and Security Policy* will be revisited at the next meeting, with revisions. The Trustees also reviewed updates to *Children's Safety Policy* and *Policy on Behavior*. A motion was made by Harvey, and seconded by Wheeler, to adopt both policies as amended. The motion passed by unanimous vote.
 - b. Computers – The newly purchased computers are already in use thanks to the Library's IT. Greg Pratt is also researching security software to meet the Library's needs. He recommended asking a networking expert to get the Library's Network running smoother and faster. Riddlemoser suggested contacting Brad Roscoe for assistance.
 - c. The Big Shift – first draft presented by Potter and Riddlemoser – Julie Perrin, the Library Director from Jaffrey, will be at our July meeting to offer suggestions. Funding for expenses (amount to be determined) may come from local businesses interested in helping with the project.
 - d. Silent Auction – Donating cash (for The Big Shift) will be an option for patrons, in addition to the auction items.
6. New Business

- a. *Right to Know Law* workshop is scheduled on 7/23/19 in Keene. Susan Rigg has offered to help Trustees with the registration. Cost is \$35.
 - b. Library Trustees Term of Office Expiration dates were confirmed.
 - c. Vacations – Russell out 6/30-7/8
 - d. Summer Reading Program- Guide posted around town. Trustees commended the staff for producing a great handout. Maize Starrett, the Summer Library Page, started last week.
 - e. 4th of July - Library will only be open half day on Wednesday, July 3rd
 - f. Errors found in the Library Newsletter have been corrected. The Trustees directed that the next newsletter, coming out in September, must be reviewed before publication. Russell will work with Antje on this.
 - g. Russell proposed that permission for children to be videoed and/or photographed in the Library might possibly be linked to the school's policy. She will contact the school.
 - h. A new brochure promoting the Library is being drafted by the staff.
 - i. Director search – The committee has met and are preparing an advertisement to be posted on local, state, and national websites.
7. Public Comment - none
 8. Summary of decisions made
 - a. Rewritten policies for *Children's Safety* and *Policy on Behavior* were approved.
 - b. Trustees confirmed that the Library Newsletter must be approved by the Library Director before publication.
 9. Assignments for next meeting
 - a. Bruce will get a Trustee binder for Riddlemoser.
 - b. Russell will retype the *Safety and Security Policy* for the next meeting.
 - c. Russell will contact Brad Roscoe for networking assistance. IT will continue to explore security software options.
 - d. Potter and Riddlemoser will work on costs for The Big Shift.
 - e. All Trustees should continue to collect items for the Silent Auction.
 - f. Fleming will be sworn in by Town Clerk
 - g. Hiring committee will be advertising for new Director.
 10. Adjourn @ 8:18 PM

Respectfully submitted by Linda Skrzyniarz, Secretary