

**Chesterfield Public Library
Board of Trustees Special Meeting
Monday, January 10, 2022**

MINUTES

Attending: Chair Bruce Potter, Director Kathleen Packard, Carole Wheeler, Jill Dumont, Bill McCarty (ALT/voting), Scott Riddlemoser, Linda Skrzyniarz

Absent: Cathy Harvey, Ron Scherman

Public Attendees - none

1. Call to Order – Mr. Potter @ 5:00 PM
2. Public Comment - none
3. Discussion of Revised Personnel Policy – Potter opened discussion by dissolving the Policy Committee. He suggested taking all of the hard work done by Harvey, Riddlemoser, and McCarty, and the good ideas in the revised Personnel Policy version 09-03-2021 V2, and work them into the current 01-2018 Personnel Policy. Potter would like to see the Library’s policy mirror the Town’s Personnel Policy. Discussion ensued about the need for the Personnel Policy to match the standardized contracts written by Riddlemoser, and approved by the Board at its August 2021 meeting. Riddlemoser argued for the Board to contact an attorney before moving forward. McCarty advised that the four corners of the contracts dictate the amendments needed to be made to the Personnel Policy, “the specific controls the general.” Potter made a Motion to set aside all ambiguity caused by the misalignment between the Director’s signed contract, and the current Personnel Policy, and grant Packard two weeks’ vacation in 2021, and start the new year fresh with two weeks’ vacation in 2022. Dumont seconded the Motion. With McCarty abstaining, and Riddlemoser voting no, the Motion passed. Riddlemoser pointed out that the Library’s current Bylaws, dated June 2017, also need to be updated to align with RSA-202-A Statutes. A Motion was made by Potter, seconded by Wheeler, that a Draft Sub-Committee of Potter, Skrzyniarz, and Packard, be set up for aligning the Standardized Contracts, Library Bylaws, and Personnel Policy to each other, following RSA-202-A Statutes. The Motion passed with Riddlemoser dissenting. Riddlemoser agreed to send all in-progress documents to the Sub-Committee. Skrzyniarz suggested they be sent via

the Trustees' Proton Mail account trustees@chesterfieldlibrary.org. In the future, all official contact between the Trustees will be conducted through this email. Skrzyniarz will monitor the account and forward information to be shared to Trustees' personal emails. All discussion must happen in an open meeting.

4. Summary of Decisions Made
 - a. Packard was granted two weeks of vacation in 2021, and two weeks in 2022.
 - b. A Draft Sub-Committee of Potter, Skrzyniarz, and Packard will align the CPL Bylaws and Personnel Policy to the Standardized Contracts and RSA Statutes.
 - c. All future written correspondence between Trustees will be conducted through the Trustees' email account.
5. Assignments for Next Meeting
 - a. Riddlemoser will forward the Policy Committee's Word Documents to Skrzyniarz.
 - b. Skrzyniarz will send the Trustees' email address to all Trustees.
6. Non-Public Session – A Motion was made by Potter, seconded by Wheeler, to enter NPS according to RSA-91-A:3, 11(a) for the purpose of discussing staffing issues. After a roll call vote, Non-Public Session was entered at 6:00 PM. Public Session resumed at 7:02 PM.
7. A Motion to Adjourn was made by Riddlemoser, seconded by Wheeler. The Motion passed unanimously. The meeting adjourned at 7:02 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary