

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, August 17, 2021**

MINUTES

Attending: Chair Bruce Potter, Carole Wheeler, Claudette Russell, Bill McCarty (ALT), Ron Scherman, Cathy Harvey, Scott Riddlemoser, Jill Dumont, Fran Shippee (FOL), and Linda Skrzyniarz

Absent: none

Public Attendees: none

1. Call to Order – Mr. Potter @ 6:30 PM
2. Public Comment - none
3. Secretary's Report – July 20, 2021 – Ms. Skrzyniarz - The July Minutes had previously been reviewed online, with no corrections suggested. After a few clarification questions from the Secretary, Wheeler motioned to accept the Minutes as written; Riddlemoser seconded. The Motion passed unanimously.
4. Treasurer's Report – Ms. Dumont
 - a. Balance Sheet – 3rd Quarter Town Appropriated Funds have been requested, minus Library's Workers Comp payment
 - b. YTD Actual vs Budget – Operations at 52.4%, Salaries & Benefits at 56.5%
 - c. Last Month's Bank Activity – Money was received for the Children's Summer Program from Exordium Inc.
5. Library Report – Ms. Russell – In-person visits to the Library continue to rise. Water testing is completed and the water is safe to use. The next regular quarterly water test is in September. The Summer Reading Program wrapped up in August 16th, with 17 participants at the last event.
6. Old Business
 - a. Cares Act Grant for computer – Dumont explained that filters would have been needed on a computer funded by Grant money, so no computer was purchased. There is a \$10K Grant available if the Library wants to compete for it.
 - b. Children's Garden update – Three instruments were purchased using the ARPA Grant. It will take approximately 6-8 weeks before they will

ship. Storage will be needed when they arrive. Fran reported that Eric Schmidt will be taking the trees down in the Fall.

- c. Furnace update – Russell and Dumont reported a large hole in the furnace room wall between the two oil tanks where a vent used to be. Potter will contact Pinney to see if the room needs to be vented there. They also said that water is pooling in the furnace room. Pinney is still working on the furnace repairs and no quote has been received from them about future furnace replacement, ventilation, and AC costs. Shippee noted that the Library’s boiler replacement is already in the Town’s Capital Maintenance Plan for 2026.
- d. Suggestions for Library Cleaners – Trustees are waiting to hear quotes from area cleaners. Russell stated that the same company, Chesco, that cleans the bank, might be interested. Further discussion was tabled until the next meeting.
- e. Storage Shed – Potter is ready to order the new 12x10 shed with 7 foot-high sidewalls from Millbrook Farm Woodworks. Trustees decided on a white vinyl exterior with a green door, charcoal roof, and transom windows. Potter will ask about a lock.
- f. Policy committee: Riddlemoser, Harvey, McCarty
 - i. The Policy Committee presented a list of recommended policies for libraries from the updated NH Library Trustee Manual. They will use this as their guide to inventory electronic and hard copy files of CPL Policies already written, as well as recommend policies for inclusion. All CPL Policies will be housed in a Policy Handbook, with electronic versions on a Trustee Use Only computer. This “corporate” computer will also be used by the Secretary for Minutes. Skrzyniarz agreed to shop for a computer to meet the needs of the Trustees now and in the future with a maximum expenditure of \$2000.
 - ii. The Personnel Policy was not updated, but a Disciplinary Policy & Form were written as additions to the policy. Copies were presented to the Trustees by Harvey. A discussion followed and changes to the policy and form were suggested.
 - iii. The Policy Committee also created a CPL Organizational Structure flowchart for Trustee review. After discussion, a Motion was made by Riddlemoser, seconded by Wheeler, to approve the Management Liaison, authorizing the Board of

Trustees Chair, or Delegate appointed by the Chair, to act as a day-to-day Liaison to the Library Director:

“The Chesterfield Public Library Board of Trustees has empowered (adopted vote) the Chairman or their Delegate of the Chesterfield Public Library Board of Trustees to act as the day-to-day Liaison to the Library Director between monthly Chesterfield Public Library Board of Trustee Meetings. If a situation arises requiring full Board determination, the Chairman or their Delegate will take appropriate action by convening an Emergency Meeting.”

The Motion passed unanimously.

iv. Job Descriptions are defined as policies according to the new NH Library Trustee Manual. In addition to working on CPL Organizational Structure, the Policy Committee wrote Job Descriptions and Evaluations for all Staff, and the Director, using existing descriptions and recent Staff job task input. Harvey provided copies of all flowcharts, policies, and forms. After much discussion, and suggestions for changes, a Motion was made by Riddlemoser, seconded by Harvey, to accept the Disciplinary Policy (08-23-21 V1) and Disciplinary Action Form (08-23-21 V1), the Job Description (08-23-21 V3) and Evaluation (08-23-21 V3) for Library Director, and Librarian Staff 1-3 Job Descriptions (08-23-21) and Evaluations (08-23-21), pending amendments. The Motion passed 6:1, with Dumont dissenting.

g. Standardized Contract – Using both past and existing Employee Contracts, Riddlemoser adapted electronic files for the Employment Agreement - Library Director (08-23-21 V3) and a Nonexempt Employment Agreement for Hourly Staff(08-23-21 V2). Riddlemoser provided copies for everyone to see. A Motion was made by Riddlemoser, and seconded by Harvey, to adopt these contract formats for existing and new employees. After discussion, the Motion passed by unanimous vote. Yearly contracts will be signed at staff anniversaries.

h. Library locks have been changed and everyone has a new key who needs one.

7. New Business

- a. Director Search update – Laura Markiewicz has informed the Trustees that she has accepted a full-time job in Canada and therefore withdraws her employment application.
 - b. Trustee/Staff Meeting August 3rd – Harvey attended with Dumont. A wide-range of topics were discussed, including the new General Hourly Contract.
 - c. Updates from Antje – Harvey – Antje would like to come to a Trustee meeting once every six months. She has a marketing plan that she would like to share. Trustees will invite Antje to the September Board Meeting. Harvey also described the Library Aware program to increase readership. The Friends of the Library have offered to fund the program.
8. Public Comment
9. Summary of Decisions Made
- a. Shed colors were chosen; the shed can be ordered.
 - b. A computer for Trustee Use will be purchased.
 - c. All CPL Policies will be stored in a Policy Handbook, with electronic copies.
 - d. A Disciplinary Policy and form were accepted as additions to the Personnel Policy.
 - e. The Chair of the Board of Trustees, or their Delegate, was authorized to act as day-to-day Liaison to the Library Director.
 - f. A CPL Organizational Structure, job descriptions, and evaluation forms were adopted.
 - g. Trustees approved a General Hourly Contract for Library Staff and a Salary Contract for the Director.
 - h. Trustees will meet next week with the prospective Director candidate, date and time to be determined.
10. Assignments for Next Meeting
- a. Potter will contact Pinney.
 - b. Potter will order the new shed.
 - c. Skrzyniarz will shop for a new computer for Trustee use.
 - d. The Policy Committee will make recommended changes to the Disciplinary Policy and form, including an Acknowledgement of Receiving and an Appeal process.
 - e. Riddlemoser will write an employment contract for the prospective Director, aligned with the job description and evaluation.

- f. Harvey will invite Antje to the next Trustee Meeting.
- 11. Executive Non-Public Session – A Motion was made by Potter to enter a Non-Public Session according to RSA 91-A:3 II-b for discussion of hiring a Director. The Motion was seconded by Wheeler, passing with a unanimous vote. NPS began at 8:54 PM.
- 12. The Board of Trustees returned to Public Session at 9:44 PM.
- 13. A Motion was made to Adjourn at 9:45 PM by Wheeler, seconded by Scherman.

Respectfully Submitted by Linda Skrzyniarz, Secretary