

**Chesterfield Public Library
Board of Trustees Meeting
July 16, 2019**

MINUTES

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

Absent: Ron Scherman

Public Attendees: none

1. Call to order – Mr. Potter @6:31 PM
2. Public Comment - none
3. Secretary's Report – Minutes of June 18, 2019 – Ms. Skrzyniarz -The June Minutes were reviewed. Potter motioned to accept the Minutes as written, and Dumont seconded. The motion passed by unanimous vote.
4. Financial Report – Ms. Dumont
 - a. Balance sheet – CD to be renewed now, another in the fall
 - b. YTD Actual vs. Budget – at 41.8%
 - c. Last month's bank activity – Staples computer purchaseAuditors were here today – one suggestion was to end double recording of health, FICA, retirement benefits; Russell is looking for one missing invoice for last year's bookkeeper. A motion to accept the Treasurer's Report was made by Skrzyniarz, Wheeler seconded. The motion passed by unanimous vote.
5. Old Business
 - a. Policies – Amendments to the Library's *Safety and Security Policy* were reviewed and discussed. A motion was made to accept the rewritten policy by Dumont, seconded by Wheeler. The new *Safety and Security Policy* was accepted by the Trustees by unanimous vote.
 - b. Computers – A new switch and a new WiFi router were installed by Dumont and Kate McNulty, at a cost under \$500.
 - c. The Big Shift – Riddlemoser presented ADA compliant floor plans for the Big Shift, and Potter provided a handout explaining steps and goals. Book shelving space will be reorganized and reduced. Riddlemoser will get costs for rollers for the existing bookcases. Potter will present the Big Shift to the Selectboard by the end of July. Carpeting may be replaced one section at a time during the reorganization.
 - d. Silent Auction – Trustees should continue collecting. Riddlemoser will display the Big Shift plan for all patrons to see. Fleming offered to provide a collection jar for Big Shift donations.
 - e. Right to know law – 7/23/19 workshop cancelled
6. New Business - none

7. Public Comment - none
8. Summary of decisions made
 - a. CD will be renewed at People's Bank.
 - b. The Library's *Safety and Security Policy* changes were approved.
9. Assignments for next meeting
 - a. Dumont will renew the CD that is maturing.
 - b. Riddlemoser will research costs for rolling bookcases.
 - c. Potter will inform the Selectboard about the Big Shift.
 - d. Fleming will prepare a donation jar to be used during the Silent Auction.
 - e. Trustees will continue collecting Silent Auction donations.
 - f. Russell and Pratt, the Library's IT, will continue pursuing security software options which will best fit the needs of the Library.
 - g. Riddlemoser will find out how to capture router traffic by IP addresses.
10. Executive Nonpublic Session entered at 7:55 PM for Director discussion, returning to Public Session at 8:50 PM.
11. Adjourn @ 8:50 PM

Respectfully submitted by Linda Skrzyniarz, Secretary