

**Chesterfield Public Library  
Board of Trustees Meeting  
November 17, 2020**

**MINUTES**

Attending in person: Bruce Potter, Jill Dumont, Linda Skrzyaniarz

Attending via Zoom: Cathy Harvey, Scott Riddlemoser, Friends of the Library  
Liason Fran Shippee, Director Beth Ruane

Absent: Ron Scherman, Carole Wheeler

1. Call to Order – Mr. Potter at 6:35 PM after reading Zoom meeting protocol
2. Public Comment - none
3. Secretary’s Report – October 20, 2020 Minutes – Ms. Skrzyaniarz - The October Minutes had previously been reviewed online, with no corrections suggested. Potter motioned to accept the Minutes as written; Harvey seconded. The Motion passed by unanimous vote.
4. Treasurer’s Report – Ms. Dumont
  - a. Balance Sheet – last quarter Town Appropriated funds received
  - b. YTD Actual vs Budget – at 65.3%
  - c. Last month’s bank activity - includes cost for 2021 Park Street ebooks
5. Director’s Report – Ms. Ruane – The Adult Fiction and Non-Fiction collections have been moved into the diagonal shelving, and weeding continues. One Book, One Chesterfield is underway with 13 Patron participants, plus the Library Staff. Migration from Fat Cow to ProtonMail has begun. Ruane will apply for membership to ALA and PLA, as professional development, and to submit a Grant application. During the pandemic, the Library’s genealogy databases are available remotely for Library Patrons. Pat Porter’s last day of work is November 25<sup>th</sup>. The Library Staff and the Library Board of Trustees thank her for her years of service to the Library and to the Chesterfield Community.
6. Old Business
  - a. The Big Shift/re-carpeting – The last half of the re-carpeting project is scheduled to begin December 4<sup>th</sup>. Carts are due to arrive around the same time.

- b. Coronavirus Response / Reopening – Due to an increase in Covid-19 cases in NH, the Library’s reopening timeline will not be able to be made until after the holiday season.
  - c. ALA Small and Rural Libraries grant – Ruane will submit a grant application to the ALA for a project to help support families challenged with children learning from home, and to modernize technology offerings for children and young adults. The project will allow the purchase of 4 iPads, 10 OSMO kits, and STEAM books. At the end of the pandemic, the materials will be available for “in library” use only.
  - d. The Alternate Trustee opening will be advertised on the Library website and in the Library newsletter.
7. New Business
- a. Policy review - none
  - b. 2020 Budget spending – There will be a surplus from the 2020 budget to be returned to the taxpayers. The 2020 operating budget money will be spent before the end of the year.
  - c. 2021 Budget – There is a meeting with the SelectBoard on 11/18 at 7:30 to discuss the 2021 draft budget. Shippee suggested adding columns to the draft budget to show differentials and percentages for every line item. Dumont will also remove employee names from the salary sheet.
  - d. Nubanusit Library Co-op is providing trial access to Newsbank, for remote and in-Library use. This is not a major newspaper market – it supports smaller newspapers instead. The trial ends Nov 30<sup>th</sup>. The Trustees decided not to subscribe to the service. Ruane will research online access to a local paper for Patron use.
  - e. Library staffing – Pat’s position is open and being advertised. Ruane is looking for someone with a Bachelor’s Degree and Library Experience for the 15 hour/week position.
  - f. Storage – Site work is needed for an outside shed, before spring, if that is the answer to the lack of storage space in the Library. Riddlemoser offered shelving quotes from Home Depot and Target for approximately \$150 per storage unit to be used in the office space. A decision will be made at a later date.
8. Public Comment – none

9. Summary of Decisions Made

- a. Funding for ALA membership dues (\$148) and Public Library Association Division access (\$77) was approved.
- b. Trustees voted against a subscription to Newsbank through the Nubanusit Library Coop.
- c. A thank you gift card will be purchased for Pat Porter.

10. Assignments for Next Meeting

- a. Potter will follow up on cart delivery.
- b. Dumont will add columns to the draft budget spreadsheet and remove employee names from the salary sheet.
- c. Shippee will check the CMP for future furnace replacement funds and encumber the funds for purchasing Big Shift table and chairs.

11. Adjourn at 8:30 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary