

Chesterfield Public Library
Board of Trustees Meeting
August 21, 2018
MINUTES

Attending: Bruce Potter, Jill Dumont, George Preston, David Smith, Cathy Harvey, Linda Skrzyniarz

Absent: Carole Wheeler

Public Attendees: Antje Hornbeck, Ron Scherman

1. **Call to Order at 7:03 PM/Reviewed Agenda – Mr. Potter**
2. **Social Media – Ms. Hornbeck – Update on Library’s PR efforts: There are now 280 Facebook followers receiving constant updates. A quarterly newsletter is coming in the fall to be posted on the Library website and will also be available in paper copies. An additional 3 hours of Social Media work is needed per quarter to make it happen. Antje is willing to do the extra work. She is also doing a mass email about the Silent Auction and the Book Sale this week using MailChimp (approx. 450 emails). Dumont questioned our policy about using patron email addresses and whether we have permission from the patrons to send them any type of email. Scherman suggested inviting patrons to click on a link to receive the newsletter and other emails from the library. Preston said this was best practice for libraries.**
3. **Solar Array Update – Mr. Roscoe – not available**
4. **Financial Report – Ms. Dumont**
 - a. **Balance Sheet–Dumont opened two CDs, one for 365 days and one for 180 days at People’s Bank**
 - b. **YTD Actual vs Budget – should be at 64% of budget. Numbers look good and spending is right on target for the year. Income is actually higher at 69%. Preston reminded the Trustees that there are many “on time” payments (such as health ins, liability ins, etc.) that haven’t been paid yet because the bills haven’t been received by the Town. Dumont and Preston need to talk to Alyssa to make sure the bills are paid. Dumont commented that new books collections are only at 53%. Preston explained that he ended the automatic book orders from the past. Also, many people take the new books out as soon as they come back in, so the shelves often look empty. Many older, well-worn books are being replaced.**
 - c. **Last Month’s Bank Activity–Business Card Services is our Visa payment. Potter reported that the Library’s audit has happened and a report should be coming.**
5. **Secretary's Report, Minutes of July 17, 2018 – The Board approved the Minutes of the July meeting as written.**
6. **Director’s Report – Mr. Preston**
 - a. **Booksale on 8/24-25- All boxes of books have been moved to Potter’s barn (thanks Dave, and others who have helped!). Books will be moved at 9:00 AM on Friday to the Town Hall for set up. The sale will run on Saturday from 9:00-2:00. Preston has posted the event statewide. Books leftover after the sale**

are going to nonprofit organizations (prisons, book mobile, senior center).
Junk books will go to the transfer station.

- b. A local author, Lynne Kennedy, will speak about her latest book, The Triangle Murders at 10:00 AM, the day of the Book Sale.
 - c. The Silent Auction will be formally closed at noon on Saturday, August 25th. There have been 42 bidders so far on the outstanding gifts collected. Half of the money raised will go to the Endowment Fund. The Library will also be supporting the Olde Home Days events in September.
 - d. Affirm Email vote – Smith reminded the Trustees that the open meeting laws say to limit the use of making decisions via phone and email. All decisions should be made in an open meeting. Because of the timeliness of the decision to change the Book Sale date from September to August, the Board approved the change by majority and affirmed it at this meeting.
7. Old or Unfinished Business.
- a. Painting update – The work is completely done; add-on work was included by the contractors in the final bill, without an extra charge. The bill has been paid. Smith noted that after paying the bill, the amount remaining in the Library's Expendable account is the exact balance we can consider for future projects. Preston added that the \$150 spent for advertising for the painting project was refunded to the Capital Replacement Fund.
 - b. Capital Replacement Fund Warrant Article – According to Harvey, there is about \$8000 left in the Library's Expendable Trust fund. Potter suggested spending it on lighting, however Preston said \$12000 more would be needed. Harvey wants to see a Warrant Article at Town Meeting for a Library Expendable Trust, money we would control and build up for expensive maintenance repairs in our Capital Maintenance Plan. Smith suggested trying to get the money from the Town's Capital Improvement Fund in the new budget first, then use a warrant article if the Town won't help fund the lights. Preston has asked Town officials to give him guidance for requesting funding for new lighting and is waiting for their answers. Smith suggested that we make sure that we get enough money to do the job in our first request. Preston is also still looking into an Eversource grant.
8. New Business
- a. Atrium has given the Library a sizable credit for starting the conversion process late in the year. This money could be used to support the new Library newsletter and Social Media for 2018.
 - b. FY2019 Budget – Atrium costs will be approximately \$1500 annually as we move forward. Next year's budget for Social Media will be larger since it has proven to be so effective in reaching patrons. Potter suggested leveling our budget at 2% for 2019, about where everyone else in the Town's budget will be in 2019. Preston was thinking about including some money for programming next year, in addition to what is already provided by the Friends of the Library. Dumont suggested constructing our budget with basics, plus wants, to see how the numbers come together.
 - c. FY2019 Capital Projects – lighting, carpeting
9. Public Comment - none
10. Summary of Decisions Made

- a. Antje Hornbeck will prepare a Library newsletter for the Fall. Extra Social Media work hours will be funded from the Atrium credit.
 - b. The Board's email/phone vote changing the date of the Book Sale was affirmed.
11. Assignments for Next Meeting –
- a. Preston will look into an Eversource grant for the 2019 lighting project. He will also get guidance from Town officials about budgeting for funds for this project.
 - b. Set up people are needed on Friday for the Book Sale. Preston is bringing donuts and coffee!
 - c. Preston and Dumont will question the Town about payment of insurance bills.
 - d. Scherman will go to the Town Clerk to get sworn in.
12. Adjourned at 9:06 pm.

Respectfully submitted by Linda Skrzyniarz, Secretary