

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, November 19, 2019**

MINUTES

Attending: Jill Dumont, Claudette Russell, Bruce Potter, Cathy Harvey, Gail Fleming (Alternate), Scott Riddlemoser, Ron Scherman, Linda Skrzyniarz

Absent: Carole Wheeler

Public Attendees: none

1. Call to order – Mr. Potter @ 6:30 PM
2. Public Comment - none
3. Secretary's Report – Minutes of October 15, 2019 – Ms. Skrzyniarz – The October Minutes were reviewed. A Motion was made by Riddlemoser, seconded by Scherman, to accept the Minutes as written. The Motion passed by unanimous vote.
4. Financial Report – Ms. Dumont – Fourth Quarter operational funds were requested from the Town. A Motion was made by Harvey, seconded by Potter, to accept the Treasurer's Report as presented. The Motion passed by unanimous vote.
 - a. Balance sheet - last CD opened at 3%
 - b. YTD Actual vs. Budget - 62.2%
 - c. Last month's bank activity – \$750 went to Endowment Fund; windows done: staff chairs purchased
5. Old Business
 - a. Policies – Computer Policy needs updating and a new Social Media Policy needs to be written. The Policy Committee agreed to meet next month.
 - b. The Big Shift/Shelves – 8 new carts are ready to be purchased as part of Phase One of the Big Shift. Riddlemoser explained that the low carts do not have locking wheels as we were previously told by Donnegan. Harvey made a Motion to go ahead with the purchase, even though the cart wheels do not lock. Potter seconded, and the Motion passed by unanimous vote. Shelf tops will be ordered later if the current tops cannot be reused.
 - c. Computers – Dumont reported that money from the 2019 Budget was available for updating the Library's computers, as previously planned. A Motion was made by Harvey, and seconded by Potter, to give the Executive Committee permission to purchase up to 6 Chromebooks, 1 laptop for staff, 4 CPU's, a security program for Patron privacy, and the necessary updated software needed for the new computers, before the end of the fiscal year. The Motion passed by unanimous vote. Potter added that a Library Patron was purchasing a \$600 charging station for the computers.

6. New Business

- a. 2020 Budget to be presented to SelectBoard this week. Because new carpeting will be purchased next year, \$1000 was added to the Budget for carpet maintenance.
- b. Carpeting – high compression carpet is needed for the moveable carts. Exact cost will be determined before Town Meeting when the monies will be approved through the Town’s Capital Expense Fund. Color to be determined.
- c. Russell – vacuum plug broke off in the outlet. Riddlemoser & Dumont will fix the plug.
- d. Update of Library Endowment Committee by Harvey – fundraising idea – interactive mystery dinner. Their next meeting is January 6th. Potter suggested a Windsor couch, to match the Library’s two beautiful chairs, could be purchased by the Endowment Committee.
- e. Russell reported that the Co-op meeting she attended offered many suggestions for Humanities Programs for the Library; LaRue went to Young Adult conference and brought back many new ideas.
- f. A generous donation of \$500 was received from Mary Mann for the Big Shift. Russell sent her a thank you note.
- g. Another Library patron, Mary Maxwell, bequeathed 14 shares of a coal mine to the Library. Russell presented the paperwork.

7. Public Comment - none

8. Summary of decisions made

- a. Phase One of the Big Shift will begin. Eight carts will be ordered, by Riddlemoser, without tops.
- b. \$1000 was added to the 2020 Budget for carpet maintenance.
- c. The Executive Committee was given permission to purchase up to 6 Chromebooks, 1 laptop for staff, 4 CPU’s, a security program for Patron privacy, and the necessary updated software needed for the new computers, before the end of the fiscal year.

9. Assignments for next meeting

- a. Potter, Dumont, and Russell will attend the SelectBoard Meeting to present the 2020 Budget on Nov. 20th.
- b. Vacuum to be fixed by Riddlemoser and Dumont.
- c. The Policy Committee will come up with a date to meet in December.

10. Executive Nonpublic Session entered at 7:45 PM for discussion of Staff Pay and Director Search, returning to Public Session at 8:42 PM.

11. Adjourn @ 8:42 PM

Respectfully Submitted by Linda Skrzyaniarz, Secretary