

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, December 18, 2018
MINUTES**

Present: Ron Scherman, Dave Smith, Gail Fleming, Claudette Russell, Bruce Potter, Jill Dumont, Carole Wheeler, Cathy Harvey, Linda Skrzyniarz

Absent: George Preston

Public Attendee: John Koopman

- 1) Call to order – Mr. Potter at 7:00 PM

- 2) Public Comment – John Koopman, member of the Pisgah Defenders and Friends of the Chesterfield Gorge, asked for approval to show the Chesterfield Library as a co-sponsor of a book presentation and lecture by Gary Harrington, local author of *Chasing Summits, In Pursuit of High Places and the Unconventional Life*, in the Town Hall on January 5, 2019. The Trustees readily accepted this proposal. The Library will advertise the event on the sign out front, and on the Library website, and will also purchase a copy of Harrington's book from the Toadstool Bookstore.

- 3) Secretary's Report – Minutes of November 2018 – Minutes of the November 20, 2018 meeting, submitted by Potter, were approved as written.

- 4) Financial Report – Ms. Dumont
 - a) Balance sheet and Bank Activity -A deposit of \$6139 was made by the Town on 12/5 representing monies remaining to be spent in the current 2018 budget.
 - b) YTD Actual vs. Budget – Russell explained that the last week of December's payroll will come from next year's budget. Dumont added that an additional \$1200 will be available to the Library before the end of the year. She will ask for the approximately \$1200 from the Town.

- 5) FY2019 Budget – update – The final 2019 Budget represents an overall 4.8% increase from last year's Library budget. It was presented to the Budget Committee by Dumont and Potter. Harvey suggested walking the Budget Committee through the new budget line by line, highlighting specific spending, next year. Dumont explained the increase is due to Payroll (salaries and benefits) going up even though Operations expenses are going down.

- 6) Old Business - Update on lighting project - The Town cut the initial check to the lighting company. It will take approximately 6 weeks for the materials to arrive. The

project will begin in January and the library will be able to remain open while the work is being done. The workers will be starting at 7:00 AM before the Library actually opens. Installation will take up to 10 days to be completed. Potter expressed thanks to Selectman, Jon McKeon, for helping to procure funds from the Library's Expendable Trust to help pay for part of the project, plus Eversource for their grant money. There will still be a balance due after the project is complete.

7) New Business

- a) There is a need for temporary part time help in the Library while Preston is out and on short term disability (indefinite date for his return). Library staff will continue to increase their hours a little, but an extra person is needed to maintain the two-person policy. Russell was charged by the Trustees with the task of picking someone from the town pool of qualified people who can fit in easily to fill this position. The new temporary employee will work 10-15 hours/week for \$10/hr. Hours could be flexible or set every week. Potter reminded Russell that the person hired must be vetted which can take up to two weeks. Smith noted that page hours, roughly 4 hours a week, would be available in March after Town Meeting and suggested offering this position to a senior citizen. The position will be posted on the website.
- b) Trustee Meeting Time Change – Starting with the January 2019 meeting, Trustees decided to begin their meeting earlier at 6:30 PM instead of 7:00.
- c) Carpet cleaning - Three quotes have been received: Green Valley (Guilford) Carpet Cleaning \$948, Service Master (Keene) \$648, ServPro \$1200. The Trustees agreed that the carpets need to be cleaned annually. New carpets are the next thing to be replaced in the Library's Capital Improvement Plan. Scherman suggested maybe doing the carpets again after mud season in the spring. Harvey suggested buying a carpet cleaner and spot cleaning as needed. A decision was made to purchase a carpet steam cleaner and cleaning solution, spending up to \$500, using available 2018 funds. Service Master will be hired to clean the carpet this year for \$648, and an additional \$250 was allotted for cleaning the floors in the bathroom and hallway.
- d) Holiday Closings for 2019 – A decision was made to mirror the Town's Holiday Closings calendar.
- e) Discussion of snow days and Library closure – A decision was made by the Trustees that the Library will remain open, even if the Chesterfield School closes due to weather. However, the Library will close if the weather is too dangerous for Library personnel to come in, and close early, if necessary, after approval from a Trustee.

8) Summary of decisions made/assignments

- a) The Chesterfield Library will co-sponsor Gary Harrington's book talk and lecture on January 5, 2019 and purchase a copy of his book.
- b) Dumont will ask the Town for the \$1200 remaining from the 2018 budget.
- c) Russell will hire a Temporary Part-time worker for the Library. The position will provide 10-15 hours of help at \$10/hr.
- d) The Library Trustee Meetings will begin at 6:30 PM in 2019.
- e) Service Master of Keene will be hired to clean the floors in all of the Library's public areas.
- f) A carpet steam cleaner and cleaning solution for the Library will be purchased for up to \$500.
- g) The Library will follow the Town's Holiday Closings schedule for 2019.
- h) The Library will only close, or close early, due to weather after a Trustee has been contacted, and approval has been given by a Trustee.

9) Adjourn at 7:58 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary