

**Chesterfield Public Library
Board of Trustees Meeting
October 19, 2021**

MINUTES

Attendees: Chair Bruce Potter, Carole Wheeler, ALT Bill McCarty, Fran Shippee (FOL), Jill Dumont, Cathy Harvey, Director Kathleen Packard
Absent: Ron Scherman, Scott Riddlemoser, Linda Skrzyniarz
Public: none

1. Call to order – Chair Potter at 6:30 PM
2. Public Comment - none
3. Secretary’s Report – The Minutes of September 21, 2021 had previously been reviewed online, with no corrections suggested. Potter motioned to accept the September Minutes as written; Wheeler seconded. The Motion passed unanimously.
4. Financial Report – Ms. Dumont – the YTD Actual vs. Budget is good. Dumont made a Motion to accept a donation from Anne and Edward Lekstutis; Wheeler seconded. The Motion passed unanimously.
5. Director’s Report – Ms. Packard – Packard did research on Covid/Ventilation. Harvey made a Motion to approve up to \$2000.00 to buy HEPA filter box air purifiers that are researched by McCarty and purchase approved by Potter; Wheeler seconded. The Motion passed unanimously. A Motion was made by Potter to lease a copier for \$72.00/month and service contract for \$35.00/month. After being seconded by Wheeler, the copier lease was tabled until the Library can find out if it owns the copier at the end of the five-year lease.
6. Old Business
 - a. Personnel Policy Overview – Harvey gave an overview of the Personnel Policy. Chair Potter asked that all questions be forwarded to him within the next two weeks.
 - b. Service Contract for Antje – Director Packard will decide on the scope of the service contract and bring it to the Board’s December 21, 2021 Trustee meeting.
 - c. Furnace, Ventilation, and AC quotes – Potter will try to get a quote for AC/Heat units for the Library.
 - d. Building Maintenance – Director Packard will make a list of building problems.
7. New Business
 - a. 2022 Budget – Dumont and Packard will put together a proposal for next year’s Library Budget for review at the November meeting.
 - b. Adoption of Town Policy for COVID Pay – Ms. Packard – A discussion on Covid Pay was postponed until a few more questions are answered.

- c. Holiday schedule – Director Packard asked the Board to consider adopting the Town’s Holiday Schedule. The Board decided not to bring a Motion to vote, and keep the existing Holiday Schedule.
8. Public Comment - none
9. Summary of decisions made
 - a. The Board accepted a donation from the Lekstutis family.
 - b. HEPA box filter air purifiers will be purchased.
 - c. The lease of a copier and changes to Covid pay were tabled.
10. Assignments for next meeting
 - a. Packard will find out about ownership of the copier after lease.
 - b. All Trustees should send Personnel Policy questions to Potter within the next two weeks.
 - c. Potter will get AC/Heat quotes.
 - d. Packard will make list of building problems.
 - e. Dumont and Packard will put together the 2022 Budget.
11. A Motion to Adjourn was made by Wheeler; seconded by Potter. After a unanimous vote, the meeting adjourned at 8:32 PM.

Minutes submitted by Bruce Potter, Chair