

**Chesterfield Public Library**  
**Minutes of Board of Trustees Meeting**  
**March 20, 2018 @ 7:00PM at the Library**

Attending: Bruce Potter, David Smith, James Stoff, Ken Walton, George Preston, Linda Skrzyniarz

Absent: Nicole Martin, Jill Dumont, Gail Fleming (alternate)

Public Attendees: Brad Roscoe, Jeffrey Scott, Ron Rzasa, Cathy Harvey, Carol Wheeler

1. Call to Order @ 7:05 PM
2. Presentation by Chesterfield Solar Group represented by Brad Roscoe, Jeffrey Scott, and Ron Rzasa. The group is looking for a new site for their solar project, possibly behind the library, and conceptual approval of the plan from the Board of Trustees. Roscoe said this site is beneficial because of the lack of neighbors and the land being plentiful. The town owns the land but the project needs the power to go through the library for the town to get the revenue. New power lines will have to be put into the library to accept power from the grid. The project will include panels (lasting 20+ years) to produce 90 kilowatts, and needs at least  $\frac{1}{3}$  acre, a fence, and gravel underneath. The financial model they are pursuing is to go with a solar company which will allow the town to get State of NH rebates and discounts. Potter questioned the fencing, suggesting it be environmental. David Smith noted that the library's long septic pipe runs through the field. He also expressed concerns about the utility hookup, maintenance of field, and the digging up of new pavement. Roscoe agreed that there were many issues to be resolved. Preston wondered if the Library Trustees might take the lead of the project as he has seen in other towns? And should the project be larger since there is room for a larger array? Roscoe explained that the larger the project, the longer it will take. Rzasa said that all buildings in town will see a benefit from this project. This project will not impact any future expansion of the library. The Trustees gave a preliminary nod to the project, pending further details. Harvey volunteered to help on the state level and be the voice of the Trustees.
3. Financial Report
  - a. Bookkeeper – Pamela Doyle (not able to attend)
  - b. FY2018 Overview: Balance Sheet and YTD Actual vs Budget- Preston reviewed line items for the benefit of newly elected board members. At this point, he said, the budget totals should reflect 18% spending so far. The social media budget has already been overspent to get our social media up and running (we have 50 Facebook followers already!). Preston suggested upping line item 470 to \$100/150/month in order to maintain our working relationship with Antje Hornbeck, social media expert. Harvey suggested taking up to \$1500 for Social Media from the Non-Lapsing account. Walton suggested moving the money in smaller amounts, perhaps \$500 quarterly. The Trustees voted to approve the budget change recommended by Walton. Walton also said our financial relationship with Hornbeck makes it inappropriate for her to be a Trustee of the Library. The Trustees agreed that she could attend meetings as a member of the public, but because she was a paid employee of the library, she could not become a Trustee. Preston also noted a surprise expenditure in line item 760 to fix the magazine rack. A \$964 bill came in January 2018 for work done in December 2017. The money for this expense was not carried into the new budget as a furniture and equipment expense. The bill was paid with first quarter Non-Lapsing funds.

- c. Treasurer's report - As directed by the Board at the February meeting, James Stoff and Jill Dumont did not renew the CD maturing at the bank. The new Board will need to decide how to invest the money. Also, Stoff and Walton need to go to the bank with a new Chairperson and Treasurer to redo bank signatory paperwork as soon as possible. In the meantime, Stoff and Walton will continue to sign checks.
4. Secretary's Report – The Minutes of the February 20, 2018 meeting were reviewed and approved without amendment.
5. Election Results: New Trustees Cathy Harvey & Linda Skrzyniarz to 3 year terms, Nicole Martin to a 2 year term, and Carol Wheeler to a 1 year term. New trustees can be sworn in any time after the next Selectmen's meeting.
  - a. Election of Officers – Postponed
  - b. Change of Bank Signatories – Postponed
  - c. Town Meeting - The Library budget was approved with no discussion. Smith suggested we be proactive and keep up our public relations to continue to receive strong community support. Harvey volunteered to be the liaison between the Budget Committee and the Library Trustees.
  - d. Status of Warrant Article re: RSA 202-A:11-a (Use of additional funds) Unfortunately, there was no warrant of the Article at Town Meeting. The new town administrator is going to make sure it gets in next year. Preston says it needs to be on the ballot.
6. Director's Report - Library Activity Report
  - a. Our collection is growing at same rate as last year. The number of computer uses is up, even with only half the computers available, and home delivery is up. Circulation stats are a little higher, but the young adult attendance and usage of material is down. Potter wondered if changes in the town's demographics were a factor.
  - b. Painting of building needs to be put out to bid as soon as possible. Preston is going to put together an advertisement for bids.
7. Old or Unfinished Business
  - a. NHLTA April 28 and May 14 Meetings – Who is going? Harvey, Skrzyniarz, Preston expressed interest. Preston is going to send an email out to finalize list of attendees. Walton recommended applying for a scholarship for the Spring Conference rather than spending library funds to attend.
  - b. Policies & Procedures
    - i. Proposed Amendments to Personnel Policy:
      1. Changes in wording directed to library hours and 2-person staffing - sentence moved from Work Hours to Attendance section concerning an employee's effort to find a work replacement.
      2. Trustees consent to vacation schedule prior approval - sentence added to require prior approval.
      3. Trustees consent to inclement weather closures - Walton thought that the Director should get approval for closing the library from the Trustee Chair, or from another Trustee if timely contact could not be made. Harvey offered that this helps get the ownership away from Preston if Trustees make the decision. Preston wants to close the library following school closures and Stoff and Skrzyniarz agreed. Smith suggested at least communication with a Trustee needs to be made. Since the

Trustees could not agree that prior approval was necessary, this change was tabled for further discussion at the next meeting. A motion was made to amend the Personnel policy, except for closure due to inclement weather, and the Trustees voted to approve. Preston also wants discussion of pay to part time employees if the library closes. Harvey suggested that those employees could make up their hours at another time. This will need to be added to the Personnel Policy if the new Board agrees.

- ii. Other- The Financial Policy needs to be reviewed soon. Walton said he has provided a list of upcoming policies needing review to Dumont.
  - c. Personnel Committee – Review of draft staff job descriptions -postponed
  - d. Atrium Update – Training is happening March 30th! There is some money in the budget for further tech support, to help with connecting printers, and perhaps another training session after a few weeks of Atrium being used by the staff.
  - e. Community Ascertainment Survey Results - no results to report yet because of smaller than desired number of responses. Preston will compile the data and compare to a survey taken 15 years ago.
8. New Business
- a. April 8-14 Volunteer Appreciation Week- Preston noted that Pam Willette is one library volunteer who is here every Saturday - an example of the kind of volunteer who needs to be recognized by the Trustees. Harvey suggested planning some kind of celebration of our volunteers for later in the month.
  - b. Other - none
9. Public Comment - none
10. Summary of Decisions Made:
- a. Trustees agreed that Antje Hornbeck not be a Trustee due to a conflict of interest or appearance of impropriety.
  - b. Trustees approved moving \$500 from Non-lapsing funds to fund Social Media quarterly.
  - c. Preston authorized to put the painting of the building out to bid by advertising in the local papers.
  - d. Authorization to close the library due to inclement weather to be postponed until the next meeting.
  - e. Approved February minutes without amendment.
11. Assignments for Next Meeting
- a. Newly elected Trustees must be sworn in before the April meeting.
  - b. Preston to advertise in local papers to collect sealed bids for painting of building.
  - c. Preston will sign up Trustees to attend NHLTA Workshops.
12. Adjourn @ 9:20 PM