

Chesterfield Public Library
Board of Trustees Meeting Minutes
February 20, 2018

Attending: Bruce Potter (serving as Chair), George Preston, Jill Dumont, Gail Fleming (Alternate serving as Trustee), Linda Skrzyniarz

Absent: Ken Walton, David Smith, James Stoff, Nicole Martin

Public Attendees: Cathy Harvey, Antje Hornbeck, Scott Riddlemoser, Kate McNulty

1. Call to Order at 7:00 PM
2. Secretary's Report, Minutes of January 16, 2018 - The Board approved the minutes of the meeting held on January 16th as amended.
3. Financial Report
 - a. Bookkeeper – Pamela Doyle (not able to make the meeting tonight)
 - b. FY2018 Overview: Preston pointed out on the Balance Sheet where he had asked for and received one quarter of the Town Library funds for the year as suggested at the last meeting. YTD Actual vs Budget reflected monies given to the Library Trust Fund, and monetary donations received by the Library, adding over \$1000 to the budget. A discussion was held about the Trustees' desire to see the list of donators, and the need for the monies to be acknowledged and deposited in a timely manner. Trustees reviewed reconciled bank accounts through February 15th.
 - c. Trustees' Non-Lapsing Account CD renewal - There is a \$10K CD maturing next week. Preston suggested continuing the staggering investment strategy by depositing \$5K in a 6 month CD and the other \$5K in a one year CD. Dumont suggested adding more money from non-lapsing account. Harvey questioned if there are any needs that need to be met within the next year. Preston said painting money is coming from Capital Campaign Fund. He has questioned "town center" paint colors and exterior detail work/tree work with members of the Selectboard. This may be where we want to use CD money in the future. Harvey wondered if we should use the same landscaping service as the school? Potter proposed using the same colors that are on the building now. Mold issue will be coming up soon so we will need money there as well. Preston has three bids for mold removal; Potter will get more. Dumont wants the Trustees to consider replacing wooden exterior with a paint-free, mold resistant siding. Potter suggested, and Trustees agreed, to not reinvest the \$10K immediately and to put the money into our non-lapsing fund until the next meeting.
 - d. Bank Signing Authority for Director- Potter and Stoff went individually to the bank to inquire. The bank has no opinion. Potter wants to not see the Director have financial authority since that is the job of the Treasurer. Preston said he has had signing authority in other jobs, and thinks the Director needs to have this authority for emergency cases. Main purpose is to have access to online banking with Pam Doyle. Preston already maintains the Library's credit card and wants recognition as the CEO of the library. A decision was made to leave the signing issue unresolved until after the upcoming elections and appointment of the new Treasurer.

4. Director's Report

- a. Library activity report - New hours seem to be working fine; there is more of a steady flow of people using the library. Good patron activity for the winter. Lots of new books and DVD's in collection. Dumont suggested monitoring summer visitors to perhaps adjust hours.
- b. New Custodian - Preston sent emails out to 7 housekeeping firms and reached out to the Selectmen who were looking for help also. A joint decision was made to hire through Chesco. The Library's custodial needs average four hours a week. Kelsey Castor, and her social worker, have been cleaning for two weeks already for \$7.25 (minimum wage). Harvey suggested we approve this hire and review her employment after three months at our June meeting and the Trustees agreed by voice vote.
- c. Friends of Library – Activities & Events - Two more grants are being written for upcoming adult and child speakers by Preston and Shippee. Also looking for free programs from the state.
 - i. March 14, 1PM @ Town Hall “G. Washington's Runaway Slave” -Not to be missed!
- d. Other - Preston is going to attend the Trustee training opportunity at the Hooksett Public Library on March 12th, but it is full, waitlist only. There is money for Trustees to attend upcoming training conferences in May.

5. Old or Unfinished Business.

- a. Policies & Procedures
 - i. Selection of Policies for Committee Review - Preston handed out Board Notebooks reflecting our previous policy work. Trustees still need to have a conversation about the Investment Policy. After the RSA policy is accepted, we will have the Treasurer more involved in the process. Dumont said that Walton has a list of policies for continual review and update.
- b. Personnel Committee
- c. Technology
 - i. Atrium Update - ILS upgrade is going ahead as planned. March 30th is going to be a training day for staff, then the Library will be up and running on Atrium. The question remaining is how good are the generated reports going to be? Preston knows that about 4000 books have not been circulating for 10 years. There will be lots of weeding to do!
 - ii. Digital Marketing Update - WICS website platform is limiting some library online access. Goal is to have a secure portal. Antje Hornbeck, our Digital Marketer, can put any link onto the website. She wants to attract people to the library who may not even be readers, through social media, and knows how to make that happen on a small budget. Currently, Hornbeck and LaRue are posting things about twice a week. Hornbeck also wants to connect with other libraries in the area who have Facebook links already. Preston wants to see timely responses to dialogue from patrons. Dumont suggested making a special email account to handle the responses. Hornbeck didn't think 3000 followers would be hard to manage. Hornbeck says website needs maintenance (what she does for a living) so she is willing to be that person. Preston also added that all ILL is down across the state so requests are being handled via email. This is keeping the library staff very busy, so he is worried about responding to patrons on social media when staff is already

busy. Preston has been working out problems/inquiries about books by making phonecalls to patrons.

- d. Community Ascertainment Survey - Surveys have already generated helpful feedback. Preston still plans to go to the Transfer Station to hand out more.
6. New Business
 - a. 2018 Trustee and Alternate Candidates - Hornbeck would like to be an Alternate Trustee, but is concerned about a possible conflict of interest. Her concern centers around the financial aspect of the Trustees' job, as she is paid to do the Library's Digital Marketing. Potter thought she should try for a year. Preston suggested that she recuse herself when topics are conflicting. Preston wants Hornbeck as an equal with a vote, so perhaps she could fill the one year Trustee vacancy if approved by the Selectmen, after the elections. Hornbeck would also be important for helping with community outreach. Walton will be asked to research bylaws to see if it is legal for an employee to be a Trustee.
 - b. April 8-14 Volunteer Appreciation Week - Harvey said in the past the Friends of the Library have provided tea to the 6-7 regular volunteers. Maybe it could be planned for 10:00 before the library opens? Preston will have a conversation with Russell.
 7. Public Comment
 8. Summary of Decisions Made:
 - a. Treasurer, Jim Stoff will not renew CD. Monies will be held until the next Trustee meeting to be used, or reinvested, at that time.
 - b. Trustees decided to leave the Director's signing authority unresolved until after the upcoming elections and selection of the new Treasurer.
 - c. Trustees approved the hire of Kelsey Castor as the new custodian with the intention of reviewing her employment after three months (at June meeting).
 9. Assignments for Next Meeting:
 - a. Potter will contact Walton to get his take on the Alternate Trustee /conflict of interest issue. Preston is going to contact the State about the issue also.
 - b. Preston will contact Stoff to have him take care of maturing CD.
 - c. Preston will get dates for upcoming Trustee training in 2018.
 - d. Preston will attend RSA gift policy meeting Wednesday night and report back next meeting.
 - e. Dumont will ask Walton for the list of policies that are next to be updated.
 - f. Preston will ask Russell about details of planning Volunteer Appreciation.
 - g. Dumont will do cost analysis through Perkins for siding vs paint to present for discussion.
 10. Adjourn at 8:58 PM

Respectfully Submitted, Linda Skrzyniarz, Secretary