

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday, August 20, 2019**

**MINUTES**

Attending: Gail Fleming, Jill Dumont, Scott Riddlemoser, Bruce Potter, Ron Scherman, Claudette Russell, Cathy Harvey, Carole Wheeler, Linda Skrzyniarz

Absent: none

Public Attendees: Antje Hornbeck

1. Call to order – Mr. Potter @ 6:30 PM
2. Public Comment – Antje Hornbeck presented a positive report on the Library’s Social Media/Facebook activity over the last 12 months. The Library newsletter will now be sent to subscribers bi-monthly, beginning in October.
3. Secretary’s Report – Minutes of July 16, 2019 – Ms. Skrzyniarz – The July Minutes were reviewed, with a date correction suggested. Potter motioned to accept the Minutes as amended, and Riddlemoser seconded. The motion passed by unanimous vote.
4. Financial Report – Ms. Dumont – Another request for Town Appropriated Funds will be made in September. The Treasurer’s Report was accepted as presented.
  - a. Balance sheet – CD was renewed at 3%
  - b. YTD Actual vs. Budget – at 43.8%
  - c. Last month’s bank activity – Preston’s credit card has been cancelled and a new card has been issued in Russell’s name.
5. Old Business
  - a. Policies – Committee work will resume in the fall.
  - b. The Big Shift - Potter and Riddlemoser had a favorable meeting with the Selectboard, and will report back to them about carpet replacement after the shift. Julie from the Jaffrey Library is not going to be hired as an independent contractor. The Library Staff will need to measure the linear feet of all book categories before shelving is moved. Riddlemoser described his updated diagram of the Big Shift, and recommended cyber security measures, as well as Flex Shelving Designs for movable carts. A motion was made by Potter to purchase Spacesaver Flex Shelf carts from Donnegan Systems, Inc. estimated cost to be \$12,000. Harvey seconded. The motion passed by unanimous vote. Potter will inform the Selectboard about line item funding options, before asking the Town for project money. A motion was made by Potter to set a

password on the router for cyber security, effective November 1<sup>st</sup>. Harvey seconded. The motion passed by unanimous vote. Russell will inform patrons, and post notices on the door.

- c. Silent Auction – Russell reported the estimated value of auction items is over \$3000 this year.

#### 6. New Business

- a. Library Pamphlet - Melissa and Claudette have created a new one.
- b. The Board of Selectman want department head meetings once a month, the first being August 29<sup>th</sup>. Russell will attend as Acting Director.
- c. The Library windows need cleaning, inside and out. Russell will get at least 3 quotes before the next Trustee meeting.
- d. Oil bids have been put out by Melissa.
- e. Advertising costs from American Library Association have been paid by Scherman. A motion was made by Harvey to reimburse Scherman \$325. Wheeler seconded. The motion passed by unanimous vote.

#### 7. Public Comment - none

#### 8. Summary of decisions made

- a. Town Appropriated Library money, from another line item, will be used for the Big Shift.
- b. New movable shelving carts will be purchased for the Library.
- c. WiFi access will require a password for patrons beginning November 1st.
- d. Advertising costs to be reimbursed to Scherman.

#### 9. Assignments for next meeting

- a. Potter will discuss with the Selectboard the appropriation of funds for Flex Shelf cart purchases.
- b. Dumont will put a password on the router by November 1<sup>st</sup>. Russell and the Staff will notify patrons of the password requirement.
- c. Riddlemoser will contact Donnegan Systems, Inc. to do a site visit before ordering the new carts.
- d. Library staff will measure the linear feet of all book categories.
- e. Russell will attend monthly Town departmental meetings.
- f. Russell will get quotes for window cleaning.
- g. Russell will reimburse Scherman for American Library Association advertising costs.

10. Executive Nonpublic Session entered at 8:16 PM for discussion of staff evaluations and compensation, and Director search, returning to Public Session at 9:04 PM.

11. Adjourn @ 9:04 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary