

**Chesterfield Public Library**  
**Board of Trustees Meeting**  
**February 15, 2022**

**MINUTES**

Attending: Chair Bruce Potter, Jill Dumont, Bill McCarty (ALT-voting), Cathy Harvey, Carole Wheeler, Director Kathleen Packard, Linda Skrzyniarz

Absent: Scott Riddlemoser, Ron Scherman

Public Attendees: Whitney Vonderhorst

1. Call to order – Chair Potter @ 6:30 PM
2. Public Comment – Welcome to Trustee Candidate Vonderhorst
3. Secretary’s Report – Skrzyniarz - Minutes of January 18, 2022 – The January Minutes were previously reviewed online by the Trustees. McCarty suggested a spelling correction in section 10. A Motion was made by Wheeler, seconded by Dumont, to accept the Minutes as corrected. The Motion passed by unanimous vote.
4. Financial Report – Dumont, Treasurer – Dumont advised that the March Minutes need to indicate that the newly appointed Treasurer is granted signing privileges for the Library’s accounts. The Trustee filling the Treasurer’s position after elections needs to fill out the necessary paperwork for signing privileges at People’s Bank.
  - a. Balance sheet – The first quarter of Town Appropriated Funds has been received.
  - b. YTD Actual vs. Budget – Operational spending at 25%; Salary & Benefits at 11.7%
  - c. Last month’s bank activity – Atrium Book System bill has been paid for the year.
5. Director’s Report – Ms. Packard – Antje Hornbeck has ended her media services with the Library. Packard is researching other providers. An application for educator status to cover expenses for Microsoft 365 is being submitted. The new staff computers will be installed when the 365 software is available. Two battery back-up surge protectors have been purchased. Packard continues her search for a reliable cleaning company. New touchless faucets have been installed in the bathrooms but the water temperature needs adjusting. Packard has an end-of-March goal for the re-organization of the staff room. Annual reports have been submitted to the Town. The Town is requiring all employees to attend Primex training. Trustees decided to have Packard attend alone and relay information to staff after training. Information about ongoing and new programming is available on the Library’s website.
6. Old Business

- a. Copier update – The copier has arrived but is not yet in use. Staff are waiting for the fax board.
  - b. Cleaner update – Coll’s is still doing minimal cleaning once a week. Trustees directed Packard to contact the company to ask details about the services they are supposed to be providing. A cleaning contract needs to be in writing in the future.
7. New Business
- a. After School Policy – Packard reported that very few students are coming to the Library after school. The school has been providing after school services since the start of the pandemic. Trustees encouraged Packard to schedule a visit at the school to promote the Library’s programs.
  - b. Covid policy – Packard asked that the definition of “fully vaccinated” be changed on the Library’s Covid Policy to reflect the wording provided by the NH Division of Public Health Services. After discussion, Trustees agreed to wait as covid numbers continue to fall in NH.
  - c. Discussion of revised Personnel Policy – Due to time constraints, Potter proposed holding a Special Meeting for the purpose of discussing and amending the Personnel Policy. Trustees agreed to meet on March 1, 2022, at 5:00 PM. Skrzyniarz will post the meeting agenda one week prior.
  - d. Trustees asked that monthly statistics of Library use be shared in the Director’s Report.
8. Public Comment - none
9. Summary of decisions made
- a. Packard will attend the Town’s Primex training and relay information to the Staff.
  - b. The After School policy will be updated to reflect the Library’s current hours.
  - c. A Special Meeting of the Board of Trustees to discuss the Personnel Policy will be held on 3/1/2022.
10. Assignments for next meeting
- a. Packard will contact Coll’s for cleaning details.
  - b. Packard will connect with the Chesterfield School about programming.
  - c. Packard will add Library statistics to her monthly report.
  - d. Skrzyniarz will post the Special Meeting Agenda before 2/21.
11. Non-Public Executive Session to discuss Director Evaluation and Benefits and Staff disciplinary action according to RSA 91-A:3, 11(a). A Motion was made by Potter, seconded by Wheeler to enter Non-Public Session. After a unanimous roll call vote, NPS was entered at 7:42 PM.
12. The Board returned to Public Session at 8:11 PM.
13. After a Motion to adjourn was made by Potter, seconded by Dumont, followed by a unanimous vote, the public meeting adjourned at 8:12 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary