

**Chesterfield Public Library
Board of Trustees Meeting
April 19, 2022**

MINUTES

Attending: Carole Wheeler, Cathy Harvey, Vickie Herrick, Ron Scherman, Whitney Vonderhorst, Chair Bruce Potter, Director Kathleen Packard, Jay Gaudry (FoL), Judy Idelkope (Selectboard), Linda Skrzyniarz

Absent: none

Public Attendees: Janet Moore

1. Call to order – Chair Potter @6:30 PM
2. Public Comment – Jay Gaudry, representing the Friends of the Library, gave a Children’s Garden update. A new tree has been purchased for the garden and will be planted prior to the 25th anniversary of the Library building. Black fencing with two openings was approved by the Trustees. Packard added that a Garden Club was meeting at the Library and that they may have some plant ideas. It was agreed that all plantings need to be approved by Ed Cheever, the Trustee overseer of the project.
Janet Moore, a local artist, asked for the Trustees’ support fundraising for Joan’s Pantry through the sale of her artwork. After sharing some of her original illustration pieces, she explained that she would like to display her artwork in the Library for 6-week periods beginning May 5th. The entire proceeds from the sales will be used to purchase gas cards via Joan’s Pantry which will be given to those who need assistance in our community. Packard questioned whether it was good practice to have the Library Staff collect and hold money from sales. Idelkope thought a memorandum might help the Director and Staff support a display. After a Motion by Harvey, and a second by Wheeler, Trustees unanimously approved the display and sale of artwork if a Memorandum of Understanding is signed by all parties. Skrzyniarz and Packard will write the memorandum and call Janet when it is ready to be signed. Packard and Moore will work together on the location of displays.
3. Secretary’s Report – Minutes of March 15, 2022 – The Minutes were reviewed online prior to this meeting. Skrzyniarz noted that Scott Riddlemoser needed to be added to the list of Trustees absent from the March meeting. A Motion was made by Sherman, seconded by Wheeler, to accept the March Minutes as amended. The Motion passed unanimously.
4. Financial Report – Vonderhorst shared two recent donations to the Library, \$2087 received from the Johnson Fund, one half of which automatically goes to the Chesterfield Public Library Endowment Foundation, and another \$20 donation. A Motion was made by Potter, seconded by Wheeler, to accept the \$20 donation. The Motion passed unanimously. Trustees agreed the remaining

\$1043.50 balance of the Johnson Fund would be used for in-person programming. Vonderhorst also acknowledged a check received for late fees that was deposited into the Trustees' non-lapsing account designated for future book replacements.

- a. Balance sheet – All accounts are now at M&T Bank (formerly People's United)
 - b. YTD Actual vs. Budget – Operations at 25%; Salaries & Benefits at 26.7%
 - c. Last month's bank activity – includes deposit to AMC Designs for website work
5. Director's Report – A new Library Tik Tok account is being used to market Library services to teens and adults. Social Media statistics are increasing. Statistics show 1.8 million video views on Tik Tok, a 46% increase of website use, and 511 Facebook page reaches in March. Packard needs a person to take on the newsletter template and monthly draft duties. Plexiglass has been cleaned and two companies have been contacted for window screen repair. The Garden Club will begin meeting in the Library the third Thursday of each month. During April school vacation week, the Library is hosting daily games. Packard attended a virtual PLA conference and "Leveraging Social Media" professional development. Microsoft is still processing the Library's request for educator status. Staff would like the After School Use of the Library policy to include ages. A new contract with Crystal Rock for bottled water will begin in May. Ayla Cordell has been hired to work as a temporary per diem. Two new volunteers have joined the Library. Website work continues. Friends of the Library have generously approved funding for two Summer Reading programs. The summer program still needs approximately \$500 of funding. The Friends also rented 3 giant games for gaming week.
6. Old Business
- a. NHLTA Spring Conference Registration deadline is April 22nd - Harvey is attending and offered rides to others. Skrzyniarz will email new Trustee information to NHLTA.
 - b. Summer Reading Program funding – A Motion was made by Harvey, seconded by Wheeler, to use \$500 of the Johnson Funds for the summer program. The Motion passed unanimously.
 - c. Window screens – Trustees discussed the quotes from CSG and Carbone's for repair work on 27 window screens. A Motion was made by Harvey, seconded by Wheeler, to contract CSG to do the repair work, expending up to \$1500. The Motion passed by unanimous decision.
 - d. Library Newsletter – While Packard has been using news blasts for programming, Trustees want a monthly Library newsletter. Packard was charged with finding someone to help for one 4-hour shift, the last Wednesday of the month, to complete this task. A Motion was made by Harvey, seconded by Wheeler, to use \$500 from the Library's Social Media account for newsletter expenses this year as a trial to see if Trustees want to add it to the budget next year. The Motion passed unanimously.
7. New Business

- a. Election of Chair and Vice Chair - A Motion was made by Wheeler, seconded by Vonderhorst, to elect Cathy Harvey to the position of Chair. The Motion passed unanimously. A Motion was made by Harvey, seconded by Wheeler, to elect Vickie Herrick to the position of Vice-Chair. That Motion also passed unanimously. Harvey agreed to be the Trustee contact on the Library's website.
 - b. Approval for extra work hours for game week – Packard asked that Lucy be given 8 extra work hours for vacation gaming week. Trustees agreed if the budget was not impacted.
 - c. After School Policy update – A Motion was made by Harvey, seconded by Wheeler, to update the After School Use of the Library policy to include ages that are listed in the Children's Safety Policy. Harvey suggested that ages be added to both the top and bottom of the form. The Motion passed by unanimous decision. Packard will do the update and forward an electronic copy to Skrzyniarz.
 - d. Request for American Rescue Plan Act Funds – Harvey and Potter are gathering quotes for ventilation and AC to present to the Selectboard for consideration. Idelkope added that no decisions on the available money have been made by the Selectboard yet.
 - e. Old Home Days – Harvey asked the Trustees to approve the sale of pies at the Library on Old Home Day, 9/25. This is a Friends of the Library fundraiser. Harvey also shared a quilt she has made that will be raffled to help fund Old Home Days. Trustees agreed that the Friends group could use the Library for this event, rain or shine.
 - f. Volunteers and Friends Policy – At the last Friends of the Library meeting, Packard shared the Library's Volunteer and Friends Policy. After discussion, the Friends group asked to have the last paragraph, describing the Friends organization, deleted from the form. A Motion was made by Harvey, seconded by Wheeler, to strike the last paragraph from the policy. The Motion passed unanimously. Skrzyniarz will make the changes.
 - g. Harvey asked that Trustees consider changing the night of the Library Trustees meeting to accommodate those who serve on other Town committees. She suggested Wednesdays or the 1st, 2nd, or 4th Thursday of the month as alternate days, or meet at 5:00 PM on the usual third Tuesday. Discussion will continue at next month's meeting.
 - h. Packard presented Ayla Cordell's contract to be signed by the Trustees. Idelkope served as witness to the signatures.
8. Public Comment - none
9. Summary of decisions made
- a. Black fencing for the Children's Garden was approved.
 - b. Janet Moore will be allowed to display and sell artwork at the Library to benefit Joan's Pantry.
 - c. A donation to the Library of \$20 was accepted.
 - d. Non-lapsing funds of \$500 will be spent on the Summer Reading Program.

- e. CSG will be hired to repair all window screens at a cost not to exceed \$1500.
 - f. The creation of a Library newsletter will be a paid position for the remainder of 2022.
 - g. Cathy Harvey was elected as the new Chair of the Board of Trustees; Vickie Herrick was elected to the position of Vice-Chair. Harvey will serve as the website Trustee contact.
 - h. Trustees approved 8 additional hours of work for Lucy during gaming week.
 - i. The After School Use of the Library policy will be amended to include ages.
 - j. The Library will be open on 9/25 for the Friends of the Library pie sale & quilt raffle.
 - k. The Volunteer policy will be amended to not include the Friends group information.
 - l. Trustees signed Cordell's contract.
10. Assignments for next meeting
- a. Skrzyniarz and Packard will write a Memorandum of Understanding for the sale of Janet Moore's artwork at the Library and contact her for her signature.
 - b. Skrzyniarz will update the NHLTA Trustee information.
 - c. Packard will find someone to publish the Library newsletter.
 - d. Packard will update the After School policy and send a copy to Skrzyniarz.
 - e. Potter and Harvey will get ventilation & AC quotes for the Selectboard.
 - f. Skrzyniarz will update and reformat the Volunteer policy.
11. A Motion to enter Non-Public Executive Session to discuss personnel issues RSA 91-A:3,11(a) was made by Potter, seconded by Wheeler, and passed unanimously. NPS was entered at 8:36 PM.
12. Trustees returned to Public Session at 9:22 PM. After a short discussion of the current Covid-19 masking policy, a Motion was made by Harvey to remove all signs for masking and take down the plexiglass in the Library. Wheeler seconded. The Motion passed by unanimous decision.
13. A Motion to Adjourn was made by Potter, seconded by Scherman. The Motion passed and the meeting adjourned at 9:25 PM.

Respectfully Submitted by Linda Skrzyniarz, Secretary