

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday, May 18, 2021**

**MINUTES**

Attending in person: Chair Bruce Potter, Director Beth Ruane, Carole Wheeler, Bill McCarty (ALT), Ron Scherman, Jill Dumont

Attending via Zoom: Cathy Harvey, Fran Shippee (FOL), Linda Skrzyniarz

Absent: Scott Riddlemoser

Public Attendees: none

1. Call to Order – Chair Potter @ 6:32 PM following Zoom protocol
2. Public Comment - none
3. Secretary’s Report - April 20, 2021 - Ms. Skrzyniarz - The April Minutes had previously been reviewed online, with no corrections suggested. McCarty reported not receiving a copy online. Potter motioned to accept the Minutes as written; Dumont seconded. The Motion passed unanimously.
4. Treasurer’s Report - Ms. Dumont
  - a. Balance Sheet – 2<sup>nd</sup> installment of Town Funds received
  - b. YTD Actual vs Budget - Operations at 49.4% due to upfront payments of yearly fees; Salaries and Benefits at 34.5%
  - c. Last Month’s Bank Activity - Deposits received from the NH Humanities which paid for past programming
5. Director’s Report - Ms. Ruane – BayState Books picked up over 2000 discarded books on May 13th. Saturday in-person hours, from 10:00 AM to Noon, will be added beginning May 22<sup>nd</sup>. Not counting Staff, 10 Patrons will be allowed in the building at one time. Small community groups have scheduled time slots to start using the Library on in-person days. Curbside continues as in-person visits increase. Ruane has revised the Employee Annual Review form and will begin Staff reviews in June. Trustees suggested a few changes for the final version of the form to reflect “Patrons” versus “Users”.
6. Old Business
  - a. The Big Shift update – Potter reported that the SelectBoard approved a 10x10 storage shed for Library use. Site work needs to be completed. Potter will get quotes for the work and the shed purchase.

- b. Coronavirus Response / Reopening plans – Potter is still waiting for quotes from Pinney to address the Library’s air quality issues. In the meantime, weather-permitting, the windows will be opened for cross ventilation. Some of the window screens need repair.
7. New Business
- a. Director Search – The Executive Board, and Director Ruane, met with a potential candidate for an initial interview for the Director’s position via Zoom today. After discussion, Trustees agreed to invite her for a second interview and library tour next week.
  - b. The Executive Board, along with Ruane, attended a webinar “Arrival and Departure of Director / Succession Planning”, to help with the upcoming transition. Ruane shared helpful forms provided in the webinar.
  - c. Ruane’s last day is scheduled for June 24<sup>th</sup>.
8. Public Comment - none
9. Summary of Decisions Made
- a. The Library will begin Saturday in-person hours, following all Covid protocols.
  - b. Trustees approved the purchase of a storage shed, cost TBD.
  - c. A Director candidate will be offered a second interview.
10. Assignments for Next Meeting
- a. Potter will get quotes for a shed and the necessary sitework.
  - b. Potter will follow-up with Pinney for air quality solutions.
  - c. Window screens will be repaired by Potter, and others.
  - d. Ruane will make changes to the Employee Evaluation form, and send an updated copy to the Trustees.
11. A Motion was made by Dumont, seconded by Wheeler, to adjourn at 7:30PM. The Motion passed unanimously.

Respectfully Submitted by Linda Skrzyniarz, Secretary