

**Chesterfield Public Library**  
**Board of Trustees**  
**DRAFT MINUTES**  
**May 15, 2018 7:00 PM**

**Attending: Bruce Potter, Carol Wheeler, Cathryn Harvey, George Preston, Linda Skrzyniarz**  
**Absent: Jill Dumont, Nicole Martin, Gail Fleming, David Smith**  
**Public attendee: Ron Scherman**

1. Call to Order at 7:29 PM
2. Financial Report –
  - a. FY2018 Overview: May 14th Balance Sheet reviewed- Preston reminded us that Library payroll is not included in the numbers.
  - b. YTD Actual vs Budget: Looked at the 3 page expanded report - Binding and Labeling may be done by book company in the future because it is a very time consuming job. Water bubbler costs may be handled differently by Preston. Housekeeping is going well and saving the Library money (\$7.25 x 3 hrs/wk).
  - c. Bank activity: April transactions of deposits made and checks written were reviewed.
  - d. Reallocation of certain funds needed for Youth Services summer position, \$8-15 per hour. Preston is looking to spend about \$2000, but the money was not budgeted for this expense; possibly money could come from Lines 560, 353, 430. A motion was made to move up to \$1000 to fund Youth Services Assistant position and seconded, \$500 each from Binding and Labeling and Housekeeping & Grounds. Preston is going to ask Antje Hornbeck to slow down Social Media expenses for a while to keep budget under control. A motion was made and seconded to have Preston buy a water bubbler base for under \$100 to save money from our contract with water delivery service.
3. Secretary's Report, Minutes of April 17, 2018 were accepted as written. Meetings days/times were discussed and reaffirmed as the third Tuesday of every month at 7:00 PM. Meeting time may change in the winter months.
4. Director's Report
  - a. Computer Lab upgrade- Preston spent \$1300 on computers, using the \$1000 authorized at the last BOT meeting, as well as money received from the Johnson Family Foundation. He bought 3 new monitors, 5 CPU's with Windows 10 and Microsoft Office fully licensed, and 8 Centurion computer security licenses. Potter suggested putting the acquisition of new computers on the outdoor Library sign to attract visitors and patrons.
  - b. Book Sale Saturday, August 4 at Olde Home Daze- The Library is accepting books, recently published, hardbound, and in excellent condition for the sale. Sale is in conjunction with the Friends of the Library. The Town Hall needs to be booked for the event. Hopefully, books can be set out the night before rather than the morning of the sale.
  - c. Weeding begins in earnest this week - Collection numbers need to stay steady, not go up every year as Library records now indicate. Weeded books will find a good, new home. Criteria for weeding: books circulated 3 or fewer times in last 11 years (approximately 9000 books out of 30,000) with Director's discretion.
  - d. Youth Services Assistant job description - age 16 or older. Preston was given permission by BOT to post job opening. Contacting the Guidance Counselor and the Librarian at the high school was suggested for the names of possible candidates.

- e. Vacation Schedules - Two weeks of vacation was given to Preston at hiring; he will take unpaid time off for extra 2018 vacation days and he will be able to make up the work time other days, to keep the total hours at the end of the year aligned with his contract. Preston will keep a record of his makeup work time. Claudette and Pat also have some vacation time planned and coverage has been taken care of.
5. Old or Unfinished Business
    - a. NHLTA April 28 and May 14 Meeting Summaries- April 28th: Harvey recalled the question she posed to presenters about the Capital Improvement Fund - money can put into a fund whenever we want to since there is no RSA in NH law. We should present to the Selectman a Capital Improvement Plan so they know what we are saving for in the future. The fund needs further discussion when preparing the budget for next year. Skrzyniarz also added from the training that it is not best practice for Library volunteers to be checking out books for patrons for privacy reasons; Trustees have 3 main responsibilities - writing policy, securing funding, and overseeing the Director; Trainers warned that "Reply All" emails between Trustees constitute discussions and are therefore considered meetings, and recommended to advocate for our Library budget using statistics about what the Library actually costs taxpayers each year on our website - The Best Deal in Town! May 14th: Harvey attended "Creating Smart Spaces Within Your Library" for active learning opportunities and "Branding the Library" - creating a story and a logo around the mission of our Library. She and Potter will discuss ideas and present them to the BOT at a future meeting.
    - b. Painting process - The lowest responsible bid was chosen. Preston has a signed contract with Legendary Painting. Preston asked for painting to be finished by July 1st. The Selectboard is sending a check next week.
    - c. Volunteer Appreciation - Wednesday, May 16, 11:30 AM. Baseball theme - hot dogs, peanuts, cupcakes, and favors to honor our 20+ volunteers!
    - d. New England Lighthouses - 6:30-8:30 Thursday, May 17 at Town Hall sponsored by Friends of the Library.
    - e. Summer Reading Program Calendar - starting Friday, June 22nd with Animal Encounters (paid for by FOL) and going through August 6th. Karen LaRue is putting together a budget sheet for Library expenses to help us put this in the budget for next year. The theme is "Library Rocks!"
  6. New Business - Lighting, carpeting need to be discussed at future meetings.
  7. Public Comment - none
  8. Summary of Decisions Made -
    - a. One thousand dollars was approved for the hiring of a Youth Services Assistant for the summer. Monies for the position to come from Lines 560 and 430, \$500 each.
    - b. Preston was given a sum no more than \$100 to purchase a Water Bubbler stand for the Library.
    - c. Preston was authorized to advertise for a Youth Services Assistant for Summer 2018.
    - d. The Director's vacation time will be aligned with his contracted yearly salary and required hours of work.
  9. Assignments for Next Meeting - Preston will ask Antje Hornbeck to help the Library get Social Media expenses back in line with the budget.
  10. Adjourn at 9:09 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary