

Chesterfield Public Library
Board of Trustees Meeting
July 17, 2018
DRAFT MINUTES

Present: Jill Dumont, Claudette Russell (for beginning only), George Preston, Cathy Harvey, Gail Fleming, Bruce Potter, David Smith, Linda Skrzyniarz

Absent: Carole Wheeler

Public Attendee: Ron Scherman

1. Call to Order @ 7:03PM
2. Financial Report – Ms. Dumont
 - a. Balance Sheet - The Non-Lapsing Fund balance is back to the correct amount. Potter recommended asking for the next quarterly payment from the Town Appropriated Funds. Preston gave Dumont a letter to send to the Town to that effect.
 - b. YTD Actual vs Budget - Preston explained that we are over 50% through the calendar year so line item numbers should be around that percentage. Only Line 200 Income is over slightly.
 - c. Last Month's Bank Activity
 - a. Preston explained that once a year we send a check for the Library's fire alarm to SWNH Fire Mutual. The alarm goes off when there is a fire and when the power goes off. Our new Trustee Chair should be on the fire call list. Preston will take care of this.
 - b. Dumont reported that People's Bank is going to let our account stay as interest bearing, even if our account balance goes below the minimum. She is still waiting for the bank to refund the fees charged in previous months.
 - c. Dumont also reported fairly low interest rates available at People's Bank for CD's (0.25% - 0.30%). Potter suggested keeping some money available by laddering our CD's. Preston suggested quarterly deposits. Harvey said Dumont could set up two accounts, a 6 month and 12 month, \$2,500 each. In three months, two more accounts would be open, and maturing accounts will be rolled into one year accounts. Dumont questioned whether \$2,500 is enough. How much money should be kept liquid? Potter suggested investing \$20,000 and keeping \$4,000 liquid. The Trustees agreed, so Dumont will open two bank accounts with \$5000 each, beginning this month.
 - d. Preston wants the Trustees to form an Investment /Finance Committee. The purpose of the committee would be to get clear direction from the Town on funding for Library building expenses and money for much needed projects. Preston and the Trustees want to know the exact balance in the Library Expendable Trust and this information can come from the Town. A committee was formed; Dumont, Potter, and Skrzyniarz volunteered to serve on the committee.

3. **Secretary's Report, Minutes of June 19, 2018** – A grammatical error was noted by Harvey and minor changes were suggested by Dumont. The Board then approved the minutes of the June 19th meeting as amended.

4. **Director's Report**
 - a. Russell reported that numbers on the Monthly Activity Record for the first 6 months of the year show that more people are using the library and checking out books, DVD's, compact discs, etc. On average, over 1000 patrons visit the Library each month. The numbers also show that the Library needs to work on attracting young adults. Preston added that most puzzles, puppets, and magazines are donated by generous patrons. A discussion was held about shortening the time magazines could be checked out of the Library in the interest of the timeliness of some articles.
 - b. **Book Sale (Friday, August 3rd set-up & Saturday, August 4th book sale)**- August is fast approaching! Bruce's barn already has 60 boxes of books with more on their way! Book weeding continues at the Library. Preston would like weeding of the Young Adult and Children's sections to begin as soon as possible so more books will be ready for the sale. Preston will be at the Town Hall on Friday, August 3rd at noon to begin setting up tables, chairs, and books, and will also be there at 8:00 AM on Saturday, August 4th to continue the set up. No early shoppers will be allowed in. The Town Hall doors will open at 10:00 AM on August 4th and close at 2:00 for the sale. Book prices will be scaled each hour. Unsold books will be donated or recycled. Dumont said people in town are thinking of setting up tiny neighborhood libraries and they could use some books. She will give their contact information to Preston. Potter suggested announcing the book sale on the sign out front, and hanging the banner. Dumont suggested advertising this event even more. Someone needs to be sure that advertising gets done.
 - c. Preston reported that the backyard of the Library had been staked out for a solar array while he was away on vacation. Preston did not know that this was going to happen and worried about the septic underneath. Potter expressed concern that the solar group went ahead with this without approval from the Trustees. Preston will give the Trustees copies of his correspondence with Brad Roscoe, request a copy of the deed to the Library's land from him, and invite the solar committee to our August meeting.

5. Old or Unfinished Business

- a. **Painting update** - Painting is complete! Preston said the painters did an especially good job on the windows. Potter approved some additional spending while Preston was away due to problems encountered by the painters with bad sections of wood. The Trustees will need to sign off on the project when it is done. Some minor flaws need to be taken care of before the painters receive their check.
- b. **Capital Replacement Fund Warrant Article** - Harvey maintains that the Fund could be replenished, according to her Town sources, with a Warrant Article. That would give the Trustees total control over the Library Capital Fund money and spending projects. We would need approval from the Town to withdraw the money. This is something the new Investment/Finance

Committee could get clarification on. Preston said the Selectmen know that we have an expensive lighting project coming soon (\$10000-15000). Potter thought that if the Town would help us with this project through the Capital Improvement Plan, then we wouldn't need a warrant article. Dumont wondered if the State grant would be possible still? Potter suggested spending the money in our Expendable Trust, then get rid of the account because it confuses us all.

- c. Silent Auction - Preston suggested having one of the Trustees lead the auction set up and launch. Dumont said that the Library staff sets the auction items up every year and the items remain out for the month of August. Fleming and Skrzyaniarz volunteered to help the Library staff set up and organize the event. Preston wants to plan a closing event for August 25th. He has an author/speaker in mind. Harvey suggested sending a letter to local businesses who already do business with the Library for support of the auction next year.

6. New Business

- d. Summer intern - Our newly hired intern left to pursue another opportunity. Do we need to hire a new one? Karen LaRue feels she can handle the summer program on her own. Potter would like to see a local person help out. Dumont said that there is a young 15 year old boy who has stepped up to help. Preston will follow up with another interested retired person who might volunteer for the remainder of the summer. Harvey is willing to help with the program's end of summer party.
- e. The Newsletter of the NHLTA has been ordered by Preston for all of the Trustees.
- f. Ron Scherman agreed to become a Library Trustee to finish Nicole Martin's term. Preston will submit his name to the Selectmen at their next meeting. After their approval, Scherman will need to go to the Town Clerk to be sworn in, hopefully in time for the August meeting.
- g. Preston would like to call a meeting of the Personnel committee to answer a few questions he has about extra hours worked / comp time / vacation time. He would like to receive appropriate compensation for all of the extra hours he works. Dumont suggested that Preston's 10 hours of desk work be considered for comp time. Harvey suggested paying Preston 35 hours every week and providing comp time for extra hours. Clarification by the Personnel Committee is needed.

5. Public Comment - none

6. Summary of Decisions Made

- a. Dumont will open a 6 month CD and a 12 month CD, at People's Bank, with an initial deposit of \$5000 each.
- b. An Investment/Finance Committee was formed.
- c. Ron Scherman's request to join the Trustees was unanimously accepted by the Trustees. He will complete Nicole Martin's term when approved by the Selectmen.

7. Assignments for Next Meeting

- a. Dumont will ask the Town for the next quarter's funding.

- b. Preston will add Potter's name to the call list for SWNH fire alarm.
 - c. Volunteers, with trucks, are needed to help set up the Book Sale on August 3rd at noon.
 - d. Dumont will provide Preston with the Facebook link for the Tiny Libraries in town.
 - e. Preston will provide copies of communications with Brad Roscoe of the solar group, and ask him for a copy of the land deed for the Trustees. He will also invite the solar group to our August meeting.
 - f. Fleming and Skrzyniarz will assist the Library Staff in setting up and launching the Silent Auction on August 4th.
 - g. The Personnel Committee will meet soon with Preston to answer a few pertinent questions.
8. Adjourn at 9:22 PM

Respectfully submitted by Linda Skrzyniarz, Secretary