

**Chesterfield Public Library  
Board of Trustees**

**April 17, 2018 Meeting**

**Attending: David Smith, Carol Wheeler, Gail Fleming (alternate), George Preston, Bruce Potter (filling in as Chair until duly elected), Jill Dumont, Nicole Martin, Cathryn Harvey, Linda Skrzyniarz**

1. **Call to Order at 7:05 PM**
2. **Financial Report - FY2018 Overview**
  - a. **Balance Sheet as of April 16** - CD money has been deposited into Non-Lapsing funds, giving the fund a \$3000 balance as we enter the second quarter. It is time to request another quarter of the funds for the Library from the Town. Potter recommended, and a decision was made by the Board, to ask the Town to automatically transfer Town Appropriated Funds quarterly. Because this money needs to be spent down at the end of the every calendar year, at the beginning of 2019, Dumont suggested, and Preston agreed, it may be wise for the Trustees to use non-lapsing funds as a "loan" to pay expenses for the first month of the year to keep Library accounts "in the black".
  - b. **YTD Actual vs Budget and Bank Activity** - Reports for bank transactions and the overall Budget, as of March 31st, show that more money came in than was spent. Preston explained that the Library received a \$1000 grant from Peoples Bank for computers. Dumont, who has spent considerable time going over the Budget with Preston and our bookkeeper, pointed out that some categories are well over budget. For Social Media, only \$250 was budgeted, but spending is almost twice that. Preston said we may want to move money to Line 470 to correct this. Preston added that Trustees are doing well in raising income and keeping up with last year's spend rate. A new tech person is helping out with the 10 year old refurbished computers. Some have had to be taken out of use. Three computers have been linked to Atrium. Preston really hopes to get 3-4 new computers for the Library.
3. **Secretary's Report, Minutes of March 20, 2018 were reviewed and approved without amendment.**
4. **Election of Officers & Directors** - New officers were elected by unanimous decision: Jill Dumont for Treasurer, Linda Skrzyniarz for Secretary, Bruce Potter for Chair, Cathy Harvey for Vice-Chair.
5. **Bank Signatories** - A Resolution was made by Executive Decision to add Jill Dumont and Bruce Potter as new signatories, and remove Ken Walton and James Stoff, who are no longer serving on the Board of Trustees. Dumont and Preston have a good working relationship around the finances and Quickbooks, so the Board felt there was no need for Preston to be added to the list. Potter will ask Walton and Stoff to join them when they go to the Bank. Preston will write a letter to People's Bank detailing the accounts to which Potter and Dumont will be signatories.
6. **Director's Report**
  - a. **Library Activity Report** - not available due to technical issues
  - b. **Community Ascertainment Survey Results** - According to Dumont, the survey's respondent demographics seemed to be mostly women, over age 65. Most respondents had library cards and used the library on a regular basis to checkout books. Results showed that everyone loves the staff, and likes the new hours (although some mentioned wanting Fridays and more weekend hours). Most respondents didn't know

about the homebound delivery option, thought the adult collection was good, and did not have much of an opinion about adult programs. Most respondents learned news about the Library through word of mouth, and requested tech training and improved quality of computer workstations. Dumont noted that not much information was collected from young adults and children, and that DVD availability needs to be promoted, as well as wifi services. Harvey suggested repeating the survey in a few years. Potter suggested using the sign out front, as well as Social Media, to promote the Library. Preston agreed to make the surveys available through the summer to capture information from summer residents and students. Dumont suggested contacting the new Town Parks & Recreation person to coordinate.

- c. Paint bids - Preston publicly posted the painting job specifications in *The Commons* and at local paint stores. He also said that a little bit of carpentry work is needed as well. Three painting contractors have responded so far, and bids were in line with our budget. Potter speculated that we might need to call a special meeting to choose a bid to get the project going forward. Smith noted that we have to go to the Selectboard for approval to pay for this job from the Town's Trust fund. Preston will call and make sure the Library is on the Selectboard's agenda for next Wednesday after all bids are in. Smith recommended that the Trustees decide who the contractor will be and bring the bid price to the Selectboard, rather than the estimated cost. A decision was made by the Board to allow Preston to pick the winning bid without bringing the decision back to this board.

## 7. Old or Unfinished Business.

- a. All Trustees have been sworn in.
- b. NHLTA April 28 and May 14 Meetings – final sign up opportunity. On April 28th, from 10:00- 2:00, Carol Wheeler, Linda Skrzyniarz, and Cathy Harvey will be attending Trustee Training. The conference on Monday, May 14th is being held from 8:00 - 3:00; Preston and Harvey will attend. Money from the state is available to pay for this conference.
- c. Atrium Update - Training is complete. The weeding process and security protocol need to be tackled next. New 14 digit barcodes are available for patrons. The Library is staying with 6 digit code for books for the time being.
- d. Community Ascertainment Survey Results- See above
- e. Painting bid process- See above
- f. Volunteer Appreciation - Harvey and Preston will plan a celebration of the Library's wonderful (approximately 20) volunteers and then get back to the Trustees with the details.

## 8. New Business

- a. Potter questioned whether it is right for him to be on the Endowment Committee as well as be the Chair of the Trustees. He sees a conflict of interest. Harvey said he could still go as a Liason, but she volunteered to go to the Endowment Committee meeting in his place.
- b. Martin is looking for her replacement. Ed Cheever would like to continue to be an Alternate. We should all be looking for new people for the board.
- c. Potter wants more computers for the public. A motion was made to buy more public computers and use the monitors the Library already owns. Preston will research computer prices and buy 3 computers if possible. If grant money will only buy 2, Preston will bring a price back to the board for a third computer. Potter made a motion that Preston spend the \$1000 grant money on new computers and the Board agreed.

- d. Book Sale - The Book Sale is still scheduled for the summer, on July 4th. Preston is going to make use of ALL of the weeded books, donating the books not sold. Harvey suggested offering community service hours to high school students to help with the heavy lifting.
- e. Library Auction - Time to start collecting donations! A list of previous donors will be brought to the next Board meeting. To keep the auction fresh, Dumont suggested putting donations out for a shorter period of time and having a party to culminate the Auction (a night for final bids?) in August. Trustees unanimously agreed to hold another auction this summer. Harvey suggested sending a letter to vendors the Library already uses to get some donations. Fleming volunteered to help put a committee together.
- f. Preston pointed out the need for LED lighting conversion in the Library. The lights also need to be cleaned ... Smith noted the Library's Trust Fund is exhausted, but the Town has a Building Maintenance Fund, monies set aside for "anticipated needs" for the Town buildings. The Library will need to get on their list of "to do's" for money for this project. Preston will ask the Selectboard about money for lighting before further discussion at our next meeting.
- g. The CD money should be reinvested. Dumont suggested US Treasury (thirteen week) Bonds at [Treasurydirect.gov](http://Treasurydirect.gov)., paying around 8% currently. She will look into them to see if a nonprofit can buy them. A motion was made for her to invest \$10K in these Bonds, if they are available.

**9. Public Comment - none**

**10. Summary of Decisions Made -**

- a. Preston will work with the Town to set up an automatic transfer of money at the beginning of every quarter to the Library from the Town Appropriated Fund.
- b. New bank signatories are Dumont and Potter.
- c. New officers were elected: Jill Dumont, Treasurer; Linda Skrzyniarz, Secretary; Bruce Potter, Chair; and Cathy Harvey, Vice-Chair.
- d. Preston will decide the winning painting contractor's bid and schedule the job.
- e. Harvey will represent the Trustees at the next Endowment Committee meeting.
- f. Preston will spend the \$1000 grant money on new computers.
- g. Trustees agreed to hold another Book Sale and Library Auction this summer.
- h. Dumont will reinvest the Library's CD money if Treasury Bonds are an option.

**11. Assignments for Next Meeting-**

- a. Potter will ask Walton and Stoff to go to the Bank and rescind their signatories.
- b. Preston will write a letter to the Bank detailing the new signatories for each Library account.
- c. Preston will make the community surveys available throughout the summer.
- d. Preston will attend the Selectboard's meeting next Wednesday, with a paint bid for the Library exterior.
- e. On Saturday, April 28th, Wheeler, Skrzyniarz, and Harvey will attend Trustee Training.
- f. On Monday, May 14th, Preston and Harvey will attend a NHLTA conference.

g. Volunteer appreciation get-together will be planned by Harvey and Preston.

h. Preston will ask the Selectboard about funding to upgrade the Library's lighting.

**12. Adjourn at 9:17 PM**

**Respectfully Submitted by Linda Skrzyniarz, Secretary**