

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, September 22, 2020**

MINUTES

Attending: Bruce Potter, Ron Scherman, Cathy Harvey, Jill Dumont, Carole Wheeler, Linda Skrzyniarz, Director Beth Ruane, and Friends of the Library Liaison Fran Shippee

Absent: Scott Riddlemoser

Public Attendees: none

1. Call to Order – Mr. Potter 6:32PM
2. Public Comment – none
3. Secretary’s Report – Minutes of August 18, 2020 – Ms. Skrzyniarz– The August Minutes had previously been reviewed online, with no corrections suggested. Wheeler motioned to accept the Minutes as written; Scherman seconded. The Motion passed by unanimous vote.
4. Treasurer’s Report – Ms. Dumont
 - a. Balance Sheet – CD to be rolled over in October, requested 3rd quarter funds from Town
 - b. YTD Actual vs Budget – at 51% for personnel, 41.7% overall
 - c. Last month’s bank activity – includes \$5700 debit for new carts
5. Director’s Report – Ms. Ruane – Half of the Library has been re-carpeted. There are a few issues with the installation which Ruane will discuss with Chris from JDS Flooring. Trustees agreed that Phase II should be pushed back four weeks to allow staff to prepare for the second half installation. Zoom programming continues in October, with a secular conversation about Homeschooling led by Leslie Burns. New materials about the subject have been purchased for Library patrons. The community book club is ready to begin. Curbside pick-up hours have increased. Ruane requested a change to the email system currently used by the Library staff to allow for more storage. She will present the cost of a browser-based email system at the next meeting. A Motion was made by Harvey, seconded by Wheeler, to approve the purchase of a charging station using donated funds, up to \$750. The Motion passed by unanimous vote.

6. Old Business

- a. Policy review: A newly written *Social Media Policy* was presented by the Director and Policy Committee for consideration. A Motion was made by Harvey, seconded by Wheeler, that the Policy be accepted as written. The Motion passed by unanimous vote. A *Pandemic Interim Plan* was also presented. A rewrite of the plan, including changes suggested by the Trustees, will be reviewed at the next meeting.
- b. Carpeting update – Trustees asked Ruane to document, with photos, Phase I carpet installation concerns. Coll’s Cleaning Services will be hired to vacuum the carpet before shelving is moved back.
- c. The Big Shift – Additional moveable shelving was ordered from Donnegan’s two weeks ago. Potter reported that the tops are ready for installation. Ruane presented an idea from the staff about removing four columns from the back section of the Library to create more space. Trustees agreed to have the columns removed if the building plans show that the columns are not load bearing. Potter will find a contractor. The staff also presented a new design for the Adult section of the Big Shift, creating better sight lines, which Trustees endorsed. Dumont will provide Library Plans to Shippee and Potter.
- d. Alternate Trustee opening – Trustees will bring names of potential nominees for the position to the next meeting.

7. New Business

- a. Coronavirus Response/Reopening- The timeline for reopening, after carpet installation is complete, will be discussed monthly, and planned with both staff and patron safety in mind. Suggestions were made about reopening by appointment and limiting patron numbers. Potter would like to see a grand reopening celebration planned. Suggestions included posting a video walk-through online, and setting up a one-way walk through open house, in keeping with pandemic restrictions.
- b. A Land Survey, for a potential storage shed, is being required by the Town. Potter has spoken to Dave Mann, who offered to complete a survey for \$250. A Motion was made by Harvey, seconded by Wheeler, to approve the use of Non-lapsing Funds to cover the cost of the survey, if it is not paid by the Town.

- c. Quarantine pay for staff – A discussion ensued about needing an addendum to the Personnel Policy or dealing with the issue case by case. Should we follow NH Library guidelines? Or the Town's? Ruane will do more research to present at the next meeting.
 - d. After-school library use – discussion tabled until reopening
 - e. The Endowment Committee has asked to meet in the Library and Trustees agreed. Harvey reported that the committee wanted to buy something for the Library. A table for the adult section was suggested.
 - f. The Family of Stella Chickering has offered to buy a rocking chair, in her memory, for the Library. Ruane will be in touch with them.
 - g. The picnic table has arrived, but needs assembly. Dumont will ask her husband to do it.
8. Public Comment - none
9. Summary of Decisions Made by Trustees
- a. Approved the purchase of a charging station, and the donations of a table and rocking chair.
 - b. Accepted the Social Media Policy.
 - c. Agreed to having a land survey done.
 - d. Approved staff changes to the Library Big Shift design, and the removal of columns, if feasible.
 - e. Tabled decisions about the Pandemic Interim Plan, quarantine pay, and reopening.
10. Assignments for Next Meeting
- a. Skrzyniarz will check Fat Cow monthly for Trustee email.
 - b. Ruane will obtain an updated cost of Proton Mail service, address carpet installation problems with JDS Flooring, and research quarantine pay and reopening guidelines in other NH Libraries.
 - c. The Policy Committee will change language in the Pandemic Plan.
 - d. Dumont will provide building plans to Shippee and Potter.
 - e. Potter will find a contractor to remove four columns.
11. Adjourn @ 8:38 PM