

**Chesterfield Public Library
Board of Trustees Meeting
Tuesday, October 20, 2020**

Minutes

Attending: Jill Dumont, Director Beth Ruane, Ron Scherman, Friends of the Library Liason Fran Shippee, Carole Wheeler, Bruce Potter, Linda Skrzyniarz, Scott Riddlemoser (via Zoom) and Cathy Harvey (via Zoom)

Absent: none

Public Attendees: none

1. Call to Order – Mr. Potter @ 6:30 PM after reading Zoom protocol
2. Public Comment- none
3. Secretary’s Report – September 22, 2020 – Ms. Skrzyniarz - The September 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 – reflects quarterly deposit from Town; one more deposit before end of the year
 - b. YTD Actual vs Budget – at 48.5%
 - c. Last Month’s bank activity – includes Park Street digital subscriptions
5. Director’s Report – Ms. Ruane – Re-carpeting issues have been successfully addressed. The final phase of installation will begin after the adult collection is moved into its new home. The outdoor browsing event was a success. The staff is contemplating an outdoor book sale in November. Usage of IT programs and software subscriptions will be closely monitored by Ruane for future decision-making. Chair Potter made a Motion to have any future digital electronic subscriptions approved by the Board of Trustees. Wheeler seconded, and the Motion passed by unanimous vote. Director Ruane recommended switching email providers. After discussion, including price comparisons, number of User accounts, and storage benefits, Trustees gave their approval to switch to ProtonMail at the end of the year for 7 Users and 35 GB of storage for 2 years at \$451.50. The Library will keep its domain name with Fat Cow. Ruane described Professional Development activities attended virtually by herself and Karen LaRue.

6. Old Business

- a. The Policy Committee presented a revised draft of the Interim Pandemic Plan to the Board. After review, the Trustees accepted the policy as written. Additional policies to be reviewed in 2020: Use of Facilities, Automation, Public Relations, and Library Volunteers Application.
- b. Carpeting update – Fixes were made by JDS Flooring, and columns have been removed. Ruane will keep all documentation concerning the re-carpeting problems, including photos, in case more formal action is needed.
- c. The Big Shift - Cart delivery by November 11th.
- d. Alternate Trustee opening – Trustees continue their search.
- e. Land Survey / Storage shed – The land survey was completed. The Selectboard suggested moving the planned storage shed to the side so the view from the back window would be unobstructed. The Trustees want the storage shed to be closer to the back door and behind the Library. No decision was made since no action can be taken until Spring. Riddlemoser offered to explore storage options within the Library workroom, to present to the Board at the next meeting.

7. New Business

- a. 2021 Budget – Dumont outlined a Draft Budget for 2021 to be presented at the Selectboard meeting on November 4th , and to the Budget Committee on December 12th. Overall, the Draft Budget reflects a 10.72% decrease. Unused funds from 2020 will be returned to the Town. Potter noted that money was budgeted for replacing the fire door in the back of the Library. Shippee suggested asking the Town for Capital Maintenance Plan funds. A Motion was made by Potter to accept the Proposed Draft 2021 Budget, but in a format compatible with the Town’s QuickBooks program, if possible. Wheeler seconded, and the Motion passed by unanimous vote.
- b. Coronavirus Response / Reopening timeline – Dumont and Ruane described phone calls received, and online comments made by the public, concerning reopening the Library. Trustees agreed that reopening the building to Patrons must wait until the Phases I & II of the Big Shift are completed due to safety issues, in addition to public safety concerns surrounding the Coronavirus. A community walk-thru

will be planned when the Library is ready for Patron use. After school Library use will be coordinated with the school.

- c. ALA Small and Rural Libraries grant ideas were shared. Ruane will be submitting a grant proposal before the December 2nd deadline; an ALA decision will be made by December 14th.
 - d. Families First Coronavirus Response Act (FFCRA) – Ruane explained the Federal guidelines for quarantine pay, if needed.
 - e. Monthly Library newsletter will have reoccurring sections such as Staff pick, and Meet the Staff.
8. Public Comment - none
9. Summary of Decisions Made
- a. Library email will be switched to ProtonMail.
 - b. A list of IT programs and software subscriptions will be maintained by the Director. Usage data will be shared with the Trustees.
 - c. Any new or renewing digital electronic subscriptions must be approved by the Trustees.
 - d. The Draft 2021 Library Budget was approved.
10. Assignments for Next Meeting
- a. Ruane will find out if digital subscriptions, such as Ancestry and Heritage Quest, can be used by Patrons virtually.
 - b. Potter will check on the cart delivery date.
 - c. Riddlemoser will map out potential shelving and storage in the workroom, and price it out.
 - d. Dumont and Shippee will set up an Excel spreadsheet to present the 2021 Budget to the Selectboard and Budget Committee, reformatting the Library's QuickBooks.
 - e. Ruane will contact Cheshire Glass about the plexiglass installation quote.
11. Adjourn @ 9:07 PM

Respectfully submitted by Linda Skrzyniarz, Secretary