

Chesterfield Public Library
Board of Trustees
Tuesday, September 17, 2019

MINUTES

Attending: Carole Wheeler, Bruce Potter, Claudette Russell, Scott Riddlemoser, Cathy Harvey, Ron Scherman, Linda Skrzyniarz

Absent: Jill Dumont

Public Attendees: none

1. Call to order – Mr. Potter at 6:25 PM
2. Public Comment - none
3. Secretary's Report – Minutes of August 20, 2019 – Ms. Skrzyniarz- The August Minutes were reviewed. A Motion was made by Potter, seconded by Wheeler, to accept the Minutes as written. The Motion passed by unanimous vote.
4. Financial Report – Mr. Potter presented Dumont's report. Russell added that a request had been made to the Town for another installment of the Library's Town appropriated money. A Motion was made by Potter, seconded by Wheeler, to accept the Treasurer's Report as presented, which passed by unanimous vote.
 - a. Balance sheet- town appropriated funds getting low
 - b. YTD Actual vs. Budget – at 49%
 - c. Last month's bank activity – Scherman repaid
5. Old Business
 - a. Policies - resume in fall
 - b. The Big Shift – Riddlemoser presented a quote for movable 6 ft carts, with add-ons optional, from Donnegan's. The cost was over the \$12,000 estimate presented last month. Potter shared an email he sent to Jon McKeon (who will attend our next meeting) questioning why the Trustees have to get permission to spend money already appropriated to the Library. He has contacted the NHLA for support. Potter will attend a SelectBoard meeting soon before the carts are ordered. Riddlemoser added that it would be 6-8 weeks for delivery of the carts once the order is executed. Potter will ask Ames Performance for delivery assistance. A motion was made by Potter to accept the quote from Donnegan Systems, Inc. for \$24,534.40 to purchase shelving. Wheeler seconded. The Motion passed by unanimous vote.
 - c. Window cleaning – Only one quote was received for \$1,400 from ServiceMaster. Since we are already over budget for maintenance,

- Russell was urged to get more quotes. The project might need to wait until spring when we can budget for it.
- d. Silent Auction collected over \$2,258 in donations. Final figure still not available.
 - e. Russell shared a final draft of the new Library pamphlet. Trustees loved it and authorized printing and distribution.
 - f. Book Sale next Saturday – outside, Russell needs folding tables.
6. New Business - none
 7. Public Comment - none
 8. Summary of decisions made
 - a. Quote from Donnegan Systems was accepted.
 9. Assignments for next meeting
 - a. Potter will attend a Selectboard meeting about funding for the new bookshelves.
 - b. Riddlemoser will color match the new carts with the current shelving.
 - c. Russell will ask Dumont to process the checks received during the Silent Auction.
 - d. Russell will try to get more quotes for window cleaning.
 10. Executive Nonpublic Session entered at 7:08 PM for discussion of Staff Compensation and Director search, returning to Public Session at 7:32 PM.
 11. Adjourn @ 7:32 PM

Respectfully Submitted by Linda Skrzyniarz, Secretary