

Chesterfield Library Board of Trustees Meeting Held October 17, 2017

Present: Jill Dumont, Gail Fleming (Alternate for Smith), Nicole Martin, Bruce Potter, George Preston, Linda Skrzyniarz, James Stoff and Ken Walton.

Absent: David Smith.

Public Attendees: Edward Cheever (Alternate Trustee) and Cathy Harvey

1. **Call to Order:** 7:01 PM
2. **Secretary's Report:** The Board approved the minutes of the meeting held September 19th as amended by Walton.
3. **Financial Report:** Preston provided copies of the Chesterfield Library Budget Report through October 17, 2017, along with the check register and deposit detail for the September 19 – October 17, 2017 time period, all documents having been prepared by Claudette Russell. Preston also provided a Quickbook financial review for comparison. Preston will proceed with the Quickbook reports to have a more simplified/transparent version which will also have the ability to give more in depth accounts. The Board will provide the Selectmen with the presently used version of the proposed 2018 budget and the Quickbook version that we plan to adopt for future budget proposals. Preston advised that he needed to contract a Quickbooks accountant to help with the initial start up of the new accounting/budgeting methodology, and presented five (5) possible choices. The Board approved Preston's recommendation of Pam Doyle (Solutions for Today, Keene) at \$50/hr for libraries for a total of \$300. Preston would also like to discuss possibly using Ms. Doyle as the bookkeeper for the Library, reporting directly to the Trustees. A Financial Committee was established consisting of Walton, Dumont and Skrzyniarz who will meet with Preston to assist in the preparation of the proposed 2018 budget to be presented to the Selectmen, to update the financial policy, and to review other financial issues as they arise. The Board approved Preston to arrange for him to have limited signing ability of financial matters including authority to use and have full access to the Library credit card. After review by the Board, the Treasurer's Report was placed on file.
4. **Director's Report:**
 - a. **Circulation statistics, patron internet sessions & patron traffic**

Preston provided the monthly activity Record (the document satisfies the end of year report required for public funds from the State and Federal means). Through the information he obtained with some revisions to the current check in sheet that is used at the library, Preston would like to discuss possible changes in the Library's hours of operation and concomitant changes in staffing hours in conjunction with possible impacts on the budget. He will continue to monitor library usage using a revised check-in sheet in preparation for further discussion of this issue at the next regular meeting of the Board.
 - b. **Programming:** Working on Children's and Adult programs.
 - c. **Friends of Chesterfield Library:** Trunk or Treat will take place with Friends of the Chesterfield School on October 28.

5. **Old Business:**a. **Replacement Trustees and Alternate Trustee**

- i. **Status-** Per the Board's recommendation, the Selectmen have appointed Martin to fill the vacancy due to Karen LaRue's resignation and Skrzyniarz to fill the vacancy due to Kirsti Sandy's resignation. Martin and Skrzyniarz will serve until next election at which time they can run for the remainder of the term of the person they are replacing or run for one of the two available full-term seats..
- ii. **Additional Alternate Trustee-** Fleming will serve as an Alternate Trustee for one year from the time her Appointment papers were approved (September 27, 2017). Walton checked with NH Municipal Association (NHMA) for legal advice and it was confirmed that Fleming will serve for a year. NHMA advised Walton that the preferred practice is to have the Selectmen appoint alternates at town meeting time in March so that the terms of elected trustees and appointed alternates all end at the same time. Harvey asked if she needed to be sworn in as an Alternate Trustee, but per the information Walton received from NHMA she will be recommended to the Selectmen in March 2018.

b. **Policies and Procedures:**

Preston will setup a committee meeting to revise the financial policies to incorporate procedures to include more transparency. Also, at the next meeting there will be a discussion of IRS Form 1099 for contract workers.

c. **Technology Report:**i. **New Integrated Library System:**

Preston provided set up costs plus a five (5) year cost analyses for three (3) Integrated Library Systems that would update or replace the existing KOHA system. There is an issue with all the systems not having the ability to pull the existing data into the new system with certainty. The cost is the other issue. After considerable discussion, the Board voted to authorize Preston to pursue Book Systems' "Atrium Express". Preston will obtain a firm quote from Book Systems and will contact its technical support group to see if they can give us a better idea of whether or not they will be able to access and retrieve the historic data from our KOHA system.

ii. **Website & Website Administration – Update:**

Preston informed the Board that the Library's website is out of date. He spoke with website designers Heidi Stancliff and Anja Hornbeck on the costs to create a new Website and do some digital marketing. The Board discussed the options and authorized Preston to contract with Anja Hornbeck for the Website (Digital Marketing) start up.

d. **Repairs:**

- i. The Board authorized Preston to contact Light Techs 50/50 program through Eversource to obtain information on changing the lighting system throughout the building.

6. **New Business:**

- a. **Proposed Master Chart of Accounts to Replace Present Budget Tracking & Reporting Practices**

This will be included in the Financial Committee meeting.

- b. **Staff Work Schedules** – Preston recommends that the policy state that there are at least two (2) personnel on staff during library operational hours.

The Board recommended that Preston review and create job descriptions to give more definition of the needs of the Library and the staff to help with defining what hours staff are needed. Walton proposed and the Board agreed to establish a Personnel Committee consisting of Cathy Harvey and Gail Fleming.

- c. **Library Hours – Modification**

Preston will collect more numbers of patrons use to help determine the best times the library should be open.

- d. **Defunct Heating Unit – Leave As is, Repair, Replace or Remove:**

The heater in the back of the Library is out of service. The Board authorized Preston have the heating unit repaired by Pinney Heating from Keene, provided the repair costs were no more than \$500.

7. **Public Comment:** None.

8. **Assignments:**

- a. Preston will schedule Policy and Personnel Committee meetings.
- b. All Trustees/Alternates are to review the draft Library Community Survey prepared by Preston and provide their comments to him.
- c. Preston will contact Anja Hornbeck.
- d. Preston will contact Book Systems – “Atrium Express”
- e. Preston will contact Pinney Heating
- f. Preston will contact Pam Doyle
- g. Preston will contact Light Tech.

Adjourned: 10:00 PM

The next scheduled Trustees meeting is scheduled for Tuesday, November 21 at 7:00 PM in the Library.

Respectfully Submitted by Jill Dumont, Secretary