

Approved Minutes

Chesterfield Public Library

September 20, 2016

Board of Trustees Meeting—Present: Jane Anderson, Ken Walton, Jill Dumont, Jim Stoff, Jay Fee, Karen LaRue, and Kirsti Sandy

Call to Order: 7:35 by Walton

1. **Secretary's Report:** The Board approved the minutes of the August 16 meeting as amended by Walton. Sandy will forward copies of the approved minutes to Anderson, Walton, and Rick Carrier.
2. **Treasurer's Report:** Anderson provided copies of the Chesterfield Library Budget Report through Sept 20, along with the check register and deposit detail for the August 17-September 20 time period. Anderson noted that the Library has saved at least \$20 per month by switching its phone service to Fairpoint. Walton asked how often the fax line was used, and Anderson said that it is used often. The new copier also doubles as a fax machine, and the Library charges \$1 for the first page of a fax or copy and ten cents for each additional page. Walton asked about the Discount Oil payment of \$155, and Anderson said that even though the Library prepays for oil, they are still charged monthly.
3. **Technology Report:** The Technology Committee will schedule a meeting with Kevin Hayes and David Gallucio to review the Tech Manual to make sure that all necessary information on hardware and software is included and to discuss plans for purchasing and installing the new server.
4. **Technology Manual:** Kevin Hayes has submitted the draft of the Tech Manual for the Technology Committee's review.
5. **Policies and Procedures:** The Policy Committee met on September 20th to review a draft of the Patron/Library user Complaint Policy, the Complaint Form, and the Request for Reconsideration of Library Materials. Sandy will revise the document using the Committee's recommendations and send drafts to Policy Committee members before the October 18th Board meeting.
6. **Finance Report:** There is nothing to report.
7. **Old Business**
 - a. **Repairs and maintenance:** Stoff will contact Bill Hatt regarding the schedule for repairs to the soffits and shutters. Anderson reported that the Fiber Optic cable remains disconnected, and LaRue noted that the book return and hours sign still needs painting and repair. Anderson reported that the online catalog has not been working reliably and that David Gallucio is looking into this. LaRue noted that a stain on the ceiling of the Ladies' room could use repainting.

- b. **Silent Auction proceeds/distribution:** The 2016 Silent Auction earned \$2,208. \$1,000 of the proceeds will be placed in the Endowment fund and the remaining \$1,208 into Special Projects. Anderson said that items donated valued over \$5,000. Walton expressed disappointment that the items went for less than half of their total value and advised that, next time, the Board may need to encourage more people to bid and to bid more on items. Stoff suggested that online postings of items up for auctions might help. Sandy suggested posting to the Library's Facebook page, and Fee said that a Word Press page could be created for the Auction. It was suggested that the Auction could conclude on the same day as Cruise Day, but this would mean that the Auction would still overlap with the Summer Reading program. Walton said that it is also important for Auction items to be procured well before August first, as some businesses (particularly chain stores) may have reached their donation quotas by August.
- c. **20th Anniversary of the Library:** Walton suggested that, at the October 18th meeting, the Board could discuss forming a subcommittee to plan the Anniversary party and to possibly connect the party to the Silent Auction.

8. New Business

- a. **Preliminary Budget:** Anderson shared a draft of the 2017-2018 budget, which shows a decrease of \$7,695 or 5% due to the reduced hours of the Director. The budget must be presented to the Selectmen first, then to the Budget Committee, then to the Budget Hearing in January, and at the Town meeting in March.
- b. **Donations and Paintings:** The Board voted to accept four donations: one, for \$50, from Jane Allen in memory of Rosemary Provencher Burns; the second, for \$25, from the Chesterfield Rotary Club and Nancy Reisig, to be used for the purchase of books; and the third, for \$800, from Fran Shippee, who purchased the remaining paintings from the Winn Collection. Amy Frederick has offered to donate several paintings by Winky Wall. The Board postponed discussion of the offer pending written acknowledgement from the donor that he/she will relinquish full ownership of the paintings and place no restrictions on the Library's use or disposition of them.

9. Friends Group

- a. **Halloween "Trunk or Treat" October 29:** In place of the Friends' Group Halloween party at Town Hall, the Friends of the Library and the school's Friends Group will collaborate to hold a "Trunk or Treat" event on October 29, with a rain date of October 30. The Friends group will check with the Town Police to see which night will be designated for Trick or Treating, as this may impact the dates of the Trunk or Treat.

10. Other: None.

11. Public Comment: None.

12. Assignments:

Stoff will contact Bill Hatt regarding planned work on the soffits and shutters.

Fee will call a Technology meeting.

Sandy will revise the Complaint policy forms and send to Policy Committee Members and, if needed, will call a Policy Committee meeting.

Adjourned: 9:01 PM

THE NEXT SCHEDULED TRUSTEES MEETING: The next meeting is scheduled for Tuesday, October 18 at 7:30 PM in the Library.

Respectfully Submitted by Kirsti Sandy, Secretary