

**Chesterfield Public Library  
Board of Trustees Meeting  
Tuesday, March 19, 2019**

**MINUTES**

**Attending:** Ron Scherman, Claudette Russell, Bruce Potter, Gail Fleming (voting Alternate Trustee), Linda Skrzyniarz

**Absent:** Jill Dumont, Carole Wheeler, Cathy Harvey, David Smith

**Public Attendees:** none

1. Call to order – Mr. Potter at 6:30 PM
2. Public Comment – none
3. Secretary’s Report – Minutes of February 19, 2019 – Ms. Skrzyniarz – The Minutes of the February meeting, submitted by the Secretary, were approved as written.
4. Financial Report – Ms. Russell
  - a. Balance sheet – a new line 782 was added to the report by Ms. Dumont for the purpose of separating the Amazon Prime yearly fee of \$119 paid by the Library from other General and Administrative costs.
  - b. YTD Actual vs. Budget – Line 700 shows 53.6% spending due to paying the annual \$1,400 Atrium/Book Services.
  - c. Last month’s bank activity- one big bill from Atrium paid for the year (March to March).
5. Old Business
  - a. Lighting – The project to replace and add lighting only took two days. The company did an excellent job, keeping the Library clean as they worked, and removing all old lighting (and bugs) as well! According to Potter, “Things are looking brighter” and Scherman, “Its enlightening!” LighTec is coming back this week to correct a few small lighting issues.
  - b. Policies – According to Russell, the Policy Committee was unable to meet, so a decision was made to postpone revisions to the Mission Statement and Objectives until the next Trustee meeting.
  - c. Russell has contacted Discount Oil to suspend auto delivery.
  - d. Hoopla – Trustees and Library Staff are still having a difficult time accessing and assessing Hoopla’s online offerings. A decision was made to revisit the pros and cons of maintaining a Hoopla subscription after the fiber optic installation in Chesterfield has been completed.
  - e. Library help needed – Russell is continuing to look for a page to hire for the summer. She is looking for a high school student or a retired person to work 4 hours a week, for

the summer reading program, and perhaps more. When Jane Anderson leaves in April, Russell will also need someone to work 10-12 hours a week. A motion was made and seconded to have Russell look for a temporary, part time help.

- f. Director – the Trustees postponed discussion of the Library Director’s position until further word from George Preston and the Town.

## 6. New Business

- a. Election of Officers – All three Trustee Officers were willing to continue their roles another year. A motion was made by Scherman, and seconded by Fleming, to reelect Potter as Chairman, Dumont as Treasurer, and Skrzyaniarz as Secretary.
- b. AED Training – Rick Cooper asked if the Trustees and Library Staff want to learn how to use the newly purchased AED. Russell said the original seller, Bill Wood, has offered a free half hour training. Jeff Morel was recommended by Cooper at the cost of \$60-75 per person for both CPR and AED training. Certification earned would be good for 2 years. Money might come from the Library’s Non-Lapsing Funds or maybe from the Friends of the Library. Russell will arrange a free AED Training on a Thursday morning with Bill Wood. A motion was made and seconded to approve the monies for CPR/AED certification and open the training up to the public, depending on class size. Russell will also check with Staff to see who would like to be certified.
- c. Computers – Russell reported major problems with some of the Library’s computers. Also, Centurion, our security protection service, is supposed to erase the day’s history nightly and update the computers automatically, but this hasn’t been happening. Russell will call the company to ask for a password reset and to check the status of the Library’s agreement with them. Karen LaRue recommends using a new security program called Deep Freeze. Costs would be \$45 per license, per year, per computer. The Board gave Russell the authority to do more research and make the decision on her own. Greg Pratt, our IT person, has recommended budgeting for two new computers every year to update and replace the 6 Patron computers in the Library now. Money is still available from the People’s Bank grant secured by Preston last year which could be used to purchase new computers this year. A motion was made and seconded to have Russell purchase 2-3 patron’s computers, spending up to \$1000, following the advice of Pratt.
- d. Russell questioned whether there was a Library Maintenance and Repair plan in place. Skrzyaniarz shared the Building Projects document with her.
- e. NHLTA training – Trustees are encouraged to attend. A suggestion was made to possibly view training sessions available online as a part of monthly Trustee meetings.
- f. Library After-School concerns – Potter and Russell reported recent areas of concern with students using the Library from 3-6:30 PM. Approximately 30 students come to the Library to wait for parents to pick them up after school. The Library staff welcomes students, and encourages their use of the Library. Trustees agreed that students and parents must continue to fill out Library After-School Contracts and adhere to the rules outlined to provide a positive Library experience for all. A suggestion was made to try

to work with the school to monitor students using the Library after the Homework Club ends at 4:00 PM.

7. Public Comment – none

8. Summary of decisions made:

- a. Revisions to the Library's Mission Statement and Objectives were postponed until the April Trustee meeting.
- b. A Hoopla subscription will be reconsidered when fiber optics is installed.
- c. Trustees approved the hiring of temporary, part time staff for the Library, in addition to the summer reading program page position.
- d. Discussions and decisions about the Library Director position remain pending.
- e. Trustees, if available, and Library Staff will attend an AED training, date and time TBD.
- f. Funds up to \$1,000 were approved by the Trustees to allow Russell to purchase two new Patron computers. Russell will also evaluate and choose a protection service for all of the Library's computers.

9. Adjourn 7:25 PM

Respectfully submitted by Linda Skrzyniarz, Secretary