

APPROVED 8.16.16

## **Chesterfield Public Library**

### **Board of Trustees Meeting—July 19, 2016**

**Present:** Jane Anderson, Ken Walton, David Smith, Jill Dumont, Kirsti Sandy, and Ed Cheever (alternate)

**Call to Order:** 7:30 by Walton

1. **Secretary's Report:** The Board approved the minutes of the June 21 meeting as amended by Walton and LaRue. 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 July 19, along with the check register and deposit detail for the June 22-July 19 time period. Anderson noted that the health insurance bill had recently been received and that the building insurance had increased by approximately \$200 from the previous year. The increase in the insurance may be more accurate and reflect a reassessment of the value of the Library and its contents. Anderson reported that the Library budgeted for 900 gallons of oil and currently has 500 gallons in the tank. The bids for the Town's fuel service from October-May are due today. Dumont asked how the Library book sale went. Anderson said that the book sales have, thus far, earned \$368 this year. The Budget Report and the check register and deposit detail will be placed on file.
3. **Technology Report:**
  - a. **The Server:** David Gallucio will soon purchase the new server, which will cost an estimated \$1,000. The Library has budgeted \$1800 for the new server. Gallucio will need Hayes to help install the server. Anderson reported that Gallucio would prefer the server to be installed in the service room rather than in the new cabinet. Dumont asked if the server would be too warm in the service room, and Anderson said that it would not if stored properly. She will request Hayes' help with the installation. Fee attempted to contact Hayes without success to request a draft of the Technology Manual. Dumont asked if Claudette Russell created a list for Galluccio of problems with the Koha server, and Anderson said that Russell had. Koha itself needs an upgrade. Walton asked if the upgrade is costly, and Anderson said that it would be if Bywater were involved, but otherwise the cost is not yet known.
4. **Policies**
  - a. **Behavior/After School Statement:** Anderson said that sending the statement to all children who attend Chesterfield School might incorrectly send the message that the Library provides after-school child care. Anderson's alternative was to distribute the form to children who regularly attend the Library after school, while the actual policy part of the form could be sent to the school.
  - b. **Complaint Forms:** Rick Carrier asked if the Library has a complaint form. Anderson said that the form is for the reconsideration of library materials and is not a complaint form per se. Anderson asked whether the Library should have a specific complaint form. She will distribute the Reconsideration of Library Materials form for review of the Policy Committee and request a copy of the Town Complaint Policy.

5. **Finance Report:** Walton distributed a financial report on the Endowment Fund that he had requested from Fran Shippee, the Fund's treasurer. As of July 16<sup>th</sup> the Fund had a balance of \$16, 527.89. The Fund's newest investments are GE stock and the Vanguard Wellesley Fund, both of which have performed reasonably well.
6. **Old Business**
  - a. **Repairs and Maintenance:** Amy Bruch will be repairing and repainting the hours and book return signs.
  - b. **Silent Auction:** Several donations have been received. Walton procured gift certificates from the Colonial Theater, Target, Pine Grove Golf Course, and Bed, Bath and Beyond, as well as items from Home Depot, among others. Staples may or may not contribute. Anderson will contact Toadstool Bookshop; Fee has brought in donations from Brattleboro businesses, and Karen Guyette will bake cookies. Dumont has also brought in several donations (Muscle Mommas and Mad Radish) and will request one from the Over the River Spa on Route 9. Sandy will request donations from Kristin's Bakery, Riverside Hotel, Adventures in Analog, Ramunto's Pizza, Monadnock Ballroom, and Walker Farm. Walton asked if bids had to be in even dollars or if someone could win an item by bidding one cent more than the last bidder. Anderson said that the bids had to be in dollar increments and that the starting bids have to equal either a third or a quarter of the item's value.
  - c. **Maker Space Program:** The Program took place on July 7<sup>th</sup>, and each participant had the opportunity to choose something to create. The speakers, Arthur and Peter Evans, gave a lesson on 3D imaging and a few of the items were printed that night. Anderson plans to purchase some more materials for the Library's Maker Space Program.
  - d. **Film Showings:** Dumont reported that if a film is shown using the Library's license, it must be shown on the premises of the Library, so all agreed that Ware's Grove Beach cannot use the Library's license for movies on the beach.
7. **New Business:** None
8. **Friends Group:**
  - a. Bryson Lang: The Juggler performed on July 18 as part of the Summer Reading Program. Approximately 32 children participated, and two NH state representatives attended. The Friends Group received a grant for this event.
  - b. Kinetics: On Monday the 25<sup>th</sup>, interns from KH Arts and Theater will be presenting on Kinetics (acrobatics.) The Friends group funded this event.
9. **Other:** None
10. **Public Comment:** None
11. **Assignments:** See Silent Auction (above)

Adjourned: 8:36 PM

THE NEXT SCHEDULED TRUSTEES MEETING: The next meeting is scheduled for Tuesday, August 16<sup>th</sup> at 7:30 PM in the Library.

Respectfully submitted by Kirsti Sandy, Secretary