

## Approved Minutes

Chesterfield Public Library

Board of Trustees meeting—April 19, 2016

Present: Jane Anderson, Ken Walton, David Smith, Jill Dumont, Jim Stoff, Jay Fee, Karen LaRue.

Call to Order: 7:36 by Walton

1. **Secretary's Report:** The Board approved the minutes of the March 15<sup>th</sup> meeting as amended by Walton and LaRue. Walton will forward copies of the approved minutes to Anderson and Sandy.
2. **Treasurer's Report:** Anderson provided copies of the Chesterfield Library Budget Report through April 5, along with the check register and deposit detail for the March 16-April 5 time period. Anderson noted that the town was changing back to FairPoint for telephone service. LaRue noted that she just signed up for a three-year promotional deal with FairPoint at her library that cut part of the monthly fee in half. The documents were placed on file after their review by the Board. Stoff asked if anyone else was capable of completing Claudette's bookkeeping tasks in her absence. Jane said that she used to be able to but is not up to date with the current software version. Stoff advised that we need to have a backup for such a crucial function as bookkeeping.
3. **Technology Report:** Anderson reported that she, Dave Gallucio, Kevin Hayes, Karen LaRue, and Jill Dumont held a Technology Committee meeting earlier this month. Koha software was discussed extensively. David Gallucio explained that the Koha software is just a small component of what the library staff use. There are many, many plug-ins that can be used in conjunction with it. For example, libraries that use Koha will not necessarily be using the same software to print labels as other known libraries. David asked Jane and Claudette for a prioritized list of existing problems and needs regarding tech issues that they are experiencing. He will then be able to tackle them, potentially changing some of the plug-ins currently in use to improve staff productivity and user experience. Anderson also reported that because the internet connection is currently unreliable, the library cannot presently consider a cloud-based Integrated Library System (ILS), so it is necessary to upgrade the server. The back-up system is working very well.
4. **Technology Manual:** The Technology Committee also reviewed the Technology Manual. Hayes was going to make revisions as discussed and present them at this meeting. Due to his absence Anderson will ask him to email her the revised manual.
5. **Policies and Procedures:** The Policy Committee will schedule a meeting to review the behavioral policy and the children's safety policy.
6. **Finance Reports:** There are no details to report other than the market has been doing well.

## 7. Old Business:

- a. **Repairs/Maintenance/Building Numbers:** Smith took care of numbering the mailbox in accordance with the Town's new ordinance.  
With the nicer weather we need to see about getting the roof repairs done. Hatt will do them but there may be less expensive options. Dumont suggested Kipp Rancourt and Walton mentioned Chris Robbins. Dumont and Walton will see about getting prices from them.
- b. **Work Room Renovation:** Anderson reported that the new cabinet and desk have been installed and that she is very pleased with the outcome.
- c. **Furnace Contract, Cleaning:** Terry Winn told Anderson that he would clean the furnace. He failed to show up within the prescribed time frame. Anderson will contact him again and update us at the next meeting as to whether he is taking care of it or if someone else will.

## 8. New Business

- a. **Church Project:** Walton was contacted by Neil Jenness about the library allowing a lift to be on library property to access the church during their painting/repair project. Anderson stated that the timing was good. Jenness provided Walton with a copy of the contractor's insurance certificate and told Walton that the lift was covered by liability insurance as well. Per the request of the Board, Walton will check with Rick Carrier as to whether the Town has any concerns, and will contact Jenness for information as to when the lift will be on Library property and how much of the parking lot the lift will occupy. Assuming no issues raised by Carrier, the Board authorized Walton to give permission to Jenness.
- b. **After school attendance:** As many as 15-20 kids have been showing up after school and recently there have been some behavior problems including rude behavior, disruptive racing behavior, and a lack of adherence to the food policy. Perhaps it is a temporary problem that will resolve itself after vacation and after sports activities resume. LaRue asked if having activities to engage them in would help and Stoff asked if a male role model would help. Dumont has been here when there were disruptive kids in the YA area and mentioned that after she spoke to them they corrected their behavior. Smith mentioned that the Vernon Library has had similar issues and adjusted their policies accordingly. The Policy Committee will further discuss these issues at its next meeting as part of a review the Library's behavioral policies.

## 9. Friends Group

- a. **Author Night:** There were some minor technical issues but Charles Butterfield was very good. We ran out of chairs.
- b. **Plant swap w/ Carl Majewski:** NH Extension Services Carl Majewski will be the guest speaker at the May 6 event. It takes place at 6:30.

## 10. Other

- a. **Email:** Anderson was informed via Rick Carrier that an email alias was set up designed to facilitate the sending of emails to each member of the Board, Anderson, and various Town staff. The pros and cons of using the email alias were discussed.
- b. **Board alternate:** Cheever is willing to be an alternate again. Anderson will notify the selectboard and request that they renew his appointment.
- c. **Town Hall use fee:** Smith wasn't sure what the final decision would be but informed the board that there may be a change made to the fee policy and that it may affect the Library.
- d. **Elections:** Smith was elected to the Budget Committee. Girs assured him that it was not considered a conflict with his position as a Library Trustee.
- e. **NHLTA Conference:** The conference is coming up soon and anyone interested in attending should sign up soon. Dumont will attend and Walton will if no one else is available. Fee and LaRue may have conflicts.

## 11. Public Comment: None.

### **Assignments:**

- Anderson will contact Winn (furnace), Cheever (alternate Trustee), and Hayes (revised technology manual).
- Anderson will work with Claudette to formulate a priority list of Koha functions for Gallucio.
- Anderson will schedule a date for the policy committee to meet.
- Smith will take "before-the-lift" photos of the parking lot.
- Concerning the roof, Dumont will contact Rancourt, Stoff will contact Hatt, and Walton will contact Robbins.
- Walton will contact Rick Carrier and Jenness (church lift) and check the Vernon Library website for its patron behavior.
- Walton will send McKeon's email address to Anderson.

Adjourned: 9:05 PM

THE NEXT SCHEDULED TRUSTEES MEETING: The next meeting is scheduled for Tuesday, May 17 at 7:30 PM in the Library.

Respectfully Submitted by Karen LaRue, Vice Chair