

Approved Minutes

Chesterfield Public Library Board of Trustees Meeting Held June 20, 2017

Present: Jane Anderson, Jill Dumont, Karen LaRue, Bruce Potter, Kirsti Sandy, David Smith, and Ken Walton

1. **Call to Order:** 7:31 PM
2. **Secretary's Report:** The Board approved the minutes of the May 16 meeting as amended by Walton. Sandy will forward the approved minutes to Anderson, Walton, and Rick Carrier.
3. **Treasurer's Report.** Anderson provided copies of the Chesterfield Library Budget Report through June 20, 2017, along with the check register and deposit detail for the May 17-June 20 time period:
 - a. Miscellaneous. Anderson noted that a large proportion of the books and materials budget had been spent because the majority of book purchases are made in the spring. She also noted that since not every staff member could attend NHLA this year, some conference/travel funds will remain in the budget.
 - b. Lighting. Anderson advised that the replacement of the light bulbs required a large percentage of the maintenance/repair budget, and she reminded the Board that we need to continue to pursue alternative lighting due to the prohibitive cost of repairing/replacing the current light fixtures. Dumont said that at the recent NHTLA conference she attended, it was reported that one library had installed new, energy-efficient lighting for \$40,000. Anderson said that Eversource and Light Tech front the cost of the update and then the Library pays it back in installments until the costs are covered.
 - c. Non-Lapsing Account. There was discussion of whether to move the non-lapsing funds into a different account that would generate more interest income than is generated in the current money market account at People's Bank. Anderson said that there is currently \$19,513.97 in the non-lapsing account at People's Bank, though the magazine racks will cost \$900 and a few other outstanding commitments exist. People's advised Claudette Russell that no other account can be used for these funds, and Anderson said she appreciates the convenience of the location. Dumont will look into interest-generating account options for the non-lapsing account, preferably at a bank that is in an equally convenient location.
4. **Technology Report**
 - a. Technology: David Gallucio has repaired the problems with the patron and staff computers and now the login and catalog are operational. The Library's antivirus subscription (Norton) expires in August and needs to be renewed at the end of July at a cost of \$99. The new director should be named on the account. Dumont asked how many computers were covered by the antivirus subscription, and Anderson said that it was up to ten.
 - b. Technology Manual: LaRue asked if David Gallucio planned on completing the Technology Manual. She pointed out that the current draft was written for experts and was not clear. Since the document needs to be usable, LaRue suggested asking David Gallucio what is missing or needed. LaRue offered the Technology Committee's help on the draft.
5. **Policies and Procedures**

The Board moved the discussion of the Library Director's job to the end of the meeting. Walton handed out a copy of the offer letter, the director contract, and the personnel policy. The Board will read these items for Tuesday.
6. **Finance Committee:** There is nothing to report
7. **Old Business:**

- a. **20th Anniversary Celebration:** The date of the celebration is now July 22, 2017 from 1:00-5:00 PM. There will be a children's program, magician Jason Purdy, at 12:00 PM in the Town Hall before the celebration. Dumont said she had contacted Walpole Creamery about an ice cream donation but had not yet heard back from them. LaRue suggested Friendly's. Walton reported that Korvin's Appliance will provide the freezer but will need a week's notice. The Friends group will provide snacks. Stoff had suggested a band he knew to play at the celebration. Dumont asked the school if they could post something about the celebration but they are no longer in session and no longer send group emails for non-emergency reasons. Walton said that the 20th Anniversary Committee will schedule a morning meeting soon.
- b. **Silent Auction and Banner:** LaRue shared a draft of a banner she had designed to be printed and displayed at the corner of Route 63 and Route 9 in Chesterfield. Staples charges \$119 for a 3x10 banner, whereas Vista charges \$59 for a 2 ½ x 10 banner with grommets. Walton said that John Starbuck has a grommet machine the Library could ask to borrow. LaRue will continue to streamline the design.
- c. **Repairs/ Back Door:** Dumont reminded the Board that Jason Scaggs had planned to look at the needed repairs and asked if he had done so. Anderson said that she did not think so. Potter had asked two contractors who had looked at the building but who had not yet submitted quotes. Walton said that he would contact a contractor he knows whose initial bid had been higher and who would not paint the shutters. The Board decided to have the repairs completed first and then seek bids to paint the Library's entire exterior.

8. New Business

- a. **Summer Reading:** Anderson handed out a flyer for summer reading program events. The theme is "Build a Better World" and it includes events for June 23, June 26, July 3, July 10, July 17, July 24 July 31, and August 7.
- b. **Friends Group:** The Car Cruz will take place on July 1.

9. Other

- a. **Executive Committee:** Walton proposed an amendment to the bylaws that states that "The Executive Committee of the Board of Trustees shall consist of the following three Board Members: the Chair (or the Vice Chair in the absence of the Chair), the Secretary, and the Treasurer. The Executive Committee is responsible for periodically conducting a review and evaluation of the performance of the Library Director, and may be assigned other duties and responsibilities by a majority vote of the entire board." The Board unanimously approved the amendment.
- b. **Programming Ideas:** Walton attended the Monadnock Area Library Trustees meeting held in Dublin on June 16 where the following ideas for adult programming were discussed: "Ask a Muslim Anything," the NH Humanities Council-sponsored Muslim speakers, and the Mad Scientist Book Club. Anderson said that Alyson Montgomery was already running the Mad Scientist Book Club in Chesterfield and in Jaffrey.
- c. **SWOT Analysis:** Walton reported that SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) had also been discussed at the Monadnock Area Trustees Meeting and said he thought it might be helpful regarding long-term planning at the Library.
- d. **Library as Community Center:** Anderson handed out a flyer describing the Library's role as a community center. These activities include hosting and obtaining books for book clubs, reference assistance, story times, wireless internet, and meeting space.
- e. **Resignation:** Anderson read aloud her official resignation letter and plans to read an original poem at the 20th Anniversary celebration in July.

- f. **Koha:** LaRue reported that two Library groups in VT are using Koha version 16.11 and that the one she spoke to found it easy to use, quick with updates, and yet expensive.

10 Library Director Search: (*LaRue recused herself and left the meeting.*)

Walton reported that eleven applications for the Library Director position were received, but one candidate withdrew her application because she accepted another position. Of the remaining candidates, the Search Committee selected four to interview. Thus far, the Search Committee has conducted three interviews and plans to conduct one more on Thursday, June 22. After the meeting, the Committee will discuss and rank the candidates, select the top two, and forward the names and the application materials to the Board, who will make an offer. Walton distributed copies of the employment agreement draft, the letter of offer draft, and the Personnel Policy draft for the Board's review. The Board will discuss the drafts at the June 27 meeting.

11 Assignments

- Dumont will look into the possibility of an interest-generating account for the non-lapsing funds, contact Friendly's about ice cream donations, and organize another 20th Anniversary Committee meeting.
- Walton will contact Stoff to inquire about the possibility of a band at the 20th Anniversary celebration.
- LaRue will finish the prototype for the banner
- Potter will contact the contractors he had asked for a quote.
- All Board members will request items/gift cards for the Silent Auction.

12. Adjourned: 9:50 PM

The next Library Trustee Meeting will take place on Tuesday, June 27, 2017 at 7:30 PM in the Library.

Respectfully Submitted,

Kirsti Sandy, Secretary