

## **Chesterfield Library Board of Trustees Meeting**

January 19, 2016

Present: Ken Walton, Jane Anderson, David Smith, Jim Stoff, Karen LaRue, Kirsti Sandy, and Brad Roscoe (Selectman's representative.)

Call to Order: 7:36 PM by Walton

1. **Secretary's Report:** The Board approved the minutes of the December 15 meeting as amended by Walton and Anderson. Sandy will forward copies of the draft and approved minutes to Anderson for the files and to Walton, Rick Carrier, and Pat Grace.
2. **Treasurer's Report:** Anderson provided copies of the Chesterfield Library Budget Report through January 19, 2016, along with the check register and deposit detail for the December 16, 2015-January 19, 2016 time period. Walton asked if the Library stayed within its budget for the year, and Anderson said that \$1,000 remained in payroll and was returned to the Town, but otherwise, the Library kept to its budget.
3. **Technology Committee Report**
  - a. **Technology Committee:** Anderson reported that the Library had been without reliable or continuous internet service for the past two weeks. Argent and David Gallucio attempted to fix the problem, which was caused by two factors: a worn cable that runs underneath the parking lot and a defective router. David Gallucio replaced the router, which improved the internet service, but the underground cable cannot be replaced while the ground is frozen, so the service continues to falter periodically. Anderson said that the driveway will not have to be damaged to fix the cable, because the cable is in a conduit and can be pulled out of the conduit without disturbing the ground.
  - b. **Technology Plan:** Mary Russell, from the State Library, contacted Anderson about the Koha migration. Anderson explained that the Library had already paid the Koha migration fees, and Russell said that it might be possible to deal directly with Bywater to avoid paying the \$6,000 fees again. Anderson plans to discuss the migration with Hayes and David Gallucio.
4. **Policies and Procedures:** There is nothing to report.
5. **Finance Report:**
  - a. **Lynn Camp Coal:** A dividend check for \$851.92 from Lynn Camp Coal arrived at the end of December.
  - b. **Endowment Fund:** The General Electric stock is trading at \$28.49 and generating a small profit. There is approximately \$16,000 in the Endowment Fund, which includes \$11,239 in cash, stock worth \$1600, and \$2200 in earnings from the Silent Auction and book sales.
6. **Old Business**
  - a. **Budget:** Anderson reported a change in the budget request. The telephone costs have increased while the electric costs have stabilized, so Anderson moved \$100 from the electric line to the telephone line. These changes have no impact on the overall budget.
  - b. **Town Capital Reserve Fund:** Walton said that the Board needs to decide whether the Library will join the Town's general building and maintenance capital reserve fund and

expendable trust fund, to be presented for approval at the next Town meeting. Stoff asked whether, if the Library joins the Town, it can later return to maintaining a separate fund. Roscoe said that this was possible. Anderson advised that the Library should keep its current request for the addition of \$5000 to its current expendable trust fund as a contingency in case the warrant article proposing the new general funds does not pass. Walton noted that the expendable trust fund would remain open until the Library spends it. The Board voted to join the town's pooled capital reserve and expendable trust funds with a vote of 4 in favor, 1 opposed.

- c. **Longevity Pay:** Walton said that the Board would need to decide whether to put forth the budget with or without the longevity pay increases for Library employees. Roscoe said that it was likely that the Budget Committee and the Selectmen would reject the longevity pay increase because the Library employees' salary is currently competitive with those at comparable libraries in the region. Stoff and Sandy said that it was not a question of competitive salary but a question of fairness and equity, because the Town had approved a policy of longevity pay for Town employees. Anderson asked whether the Budget Committee, if they reject the longevity pay, could unilaterally alter the budget for the Town meeting. Walton volunteered to contact Bayard Tracy to ask about the procedure to be followed if the Budget Committee rejects longevity pay increases. If both Selectmen and Budget Committees reject the longevity pay increases, an amendment to add longevity pay to the Library budget can be made from the floor at Town meeting. Alternatively, a request for longevity pay can be brought to Town meeting in the form of a warrant article requested by a petition from 25 or more registered Town voters. Such a petition must be submitted on or before February 2.
- d. **Short and Long-Term Planning:** Anderson received an estimate from Monadnock Flooring of \$23,165 for new carpet tile for the Library and \$2,000 for tiling in the workspace. Anderson is waiting to hear from LightTec about the lighting estimates. Employees from Discount Oil examined the furnace and said that if it were maintained properly, it could last another ten years. Dead River did not respond to Anderson's attempts to contact them about furnace maintenance, so Anderson will ask Discount Oil about the cost of an annual contract to maintain/clean the furnace. Stoff will also contact his oil provider for an estimate.

## 7. New Business

- a. **Budget Committee Hearing:** The Budget Committee Hearing will be held on January 26 at 7 PM and the Town meeting will be held from 1:00-3:00 on Saturday, February 6 at Town Hall. Board members are urged to attend.
- b. **Donations:** One \$200 donation was received from Scott Gornall for children/youth books, and another from Peter and Linda Skrzyniarz for \$25 with no restrictions. \$2500 was also donated anonymously to the Special Projects fund. The Board accepted the three donations.

## 8. Friends Group:

- a. **Bake Sale:** The Friends Group is running a bake sale at the Primary on February 9<sup>th</sup>. Board members are encouraged to donate baked goods.

9. **The Author's Contest** closes on January 31. The Friends group is currently lining up authors to read/present: Adult author Charles Butterfield has been invited to read on a Friday night in early April and children's book author Lita Judge presented at Chesterfield School on February 18th.

**10. Other**

- a. **Office Project:** Smith asked how the progress on the Office Project was coming along. Anderson said that she had gone over the blueprints and plans but that the project has not yet been started.
- b. **Right-to-know:** Roscoe said that the Town is working on installing a new email server that will legally track all town emails and help with archiving and accountability.
- c. **Library Page:** Smith praised the efficiency and effectiveness of the Library Page, Mazie Starrett, and said that he hopes the program will continue in the years to come.

**11. Public Comment:** None.

**12. Assignments:**

- Walton will contact Bayard Tracy to ask whether or not the Budget Committee can unilaterally alter the proposed library budget.
- Walton will contact Jon McKeon to inform him that the Board voted to join the Town's capital reserve and expendable trust pool, but he will also ask whether or not the Library can use the \$5000 in its current expendable trust fund before requesting to use the shared pool of funds.
- Stoff will contact his furnace contractor about the cost of a furnace maintenance contract.
- Anderson will contact Hayes and David Gallucio to inquire about the Koha migration.
- Anderson will find out when the step raises were instituted by the Town.

**13. Adjourn (9:40 PM)**

THE NEXT SCHEDULED MEETING will be held on Tuesday, February 16, 2016.

Respectfully Submitted,

Kirsti Sandy