

Chesterfield Public Library

Board of Trustees

minutes Jan. 17, 2023

Present: Scott Riddlemoser, Bruce Potter, Vickie Herrick, Ron Scherman, Clai Lasher-Sommers (director), Ed Cheevey (alt.) Heather Madden (alt.), Cathy Harvey (chair), Judy Idelkope (BOS liaison), Jay Gaudry (FOCL)

Absent: Carol Wheeler, Michelle Fuller

Meeting called to order at 6:40

Mr. Jeffrey Greer, the author and the Board's consultant, presented the Chesterfield Public Library's IT Manual. A motion was made by Harvey and seconded by Scherman to accept the Manual. The motion was approved with 2 abstaining.

Harvey made an opening statement and attached it as a governmental record.

Potter made a motion to accept the December 15, 2022 minutes as written and it was seconded by Scherman. The motion passed unanimously.

The Director presented a breakdown of the nonlapsing funds including bequests, donations, and trusts. The Director indicated that the Board will receive these reports each month. Potter moved and Riddlemoser seconded a motion to accept the following donations: \$500.00 from Catherine Stone, \$75.00 from the Town of Walpole and \$30.00 from Elizabeth Wilkinson and Chrstine Gauthier. The motion passed unanimously.

The Director presented her report. Several new programs will begin soon including a seed club, a spice club, a Saturday story hour. A Chesterfield quilt guild has become ongoing. Riddlemoser suggested that the Chesterfield Police Chief be invited to present a program.

The Director has finished reviewing old library files. Harvey read from a old town report that the Director had discovered that Morris Friedsam made a \$1,000.00 donation to the town for the start of a library if the town was not the governing body of that library. The original Chesterfield Library Bylaws read that the donation was accepted with Mr. Friedsam's stipulation.

Old Business

Michelle will present our budget for a second time to the budget committee on January 24th to answer further questions. The Chesterfield Library's goal is complete transparency with the budget committee.

The Director has asked to have a simple financial audit of the library's quickbooks. Potter stated that such an audit is normal at any change in administration. Harvey moved that the Board authorize the Director to find someone to conduct the audit for up to \$1,000.00. It was seconded by Potter and

passed unanimously. The director has purchased quickbook 2022 which is the same edition that is used by the town for easier and more complete reporting on a weekly or biweekly basis.

The HVAC WV engineering estimate was \$194,953. Bruce will meet with the selectboard on Jan. 25th to see if the selectboard will use AARPA funds to install the system as presented by WV engineering,

Work should begin in two weeks on the installation of the security system. A part had been backordered.

M & T bank has received all the paper work to transfer the credit card to the Director's name.

The Director has held 8 interviews with one more to go for the Library 1 position. At least 2 will be called for a second interview.

Water report came back good.

Public comment:

Gaudry reported the FOCL will hold an open house on February 2nd from 10:00 to 11:30 AM. There will be two door prizes and attendees will be asked to fill out a survey to determine specialty knowledge. Susan Plunske is interested in demonstrating flower arrangements.

New business:

The Director asked the Board to consider funding her private health insurance for \$5200.00 from United Health instead of the town's health insurance. Discussion followed as to the whether a statement needed to be added to the personnel policy. Scherman moved that the Director have the Board's authorization to work with the town to see if the town can write a check directly to United Health equal to or less than the cost of the Director's private insurance in lieu of paying for the town's health insurance for our Director. This would be a cost savings of over 1,000.00 for the taxpayers. Harvey seconded the motion and it passed unanimously. The Director will get in touch with the town administrator and work with her. The director was asked to bring the information to the next Board meeting before any decision could be made.

The Director gave the Board a tour of the back room explaining what was needed to make it an efficient space for a possible Maker's Space. Riddlemoser suggested using Home Depot to design the space. Monadnock Flooring will be coming to look at the flooring that has deteriorated after just 6 years of use. Harvey made a motion that the Director begin to get quotes for the materials and the work that needs to be done and then bring them to the board for approval of the design. Potter seconded the motion and it passed unanimously.

The 2023 vacation schedule was presented as per our personnel policy. Harvey moved that the library close at 4:00 PM on the day before Thanksgiving due to a recommendation by the Director. Potter seconded the motion and it passed unanimously.

Discussion followed concerning additions, deletions and edits to the second reading of the Personnel Policy. Harvey will incorporate those changes and send the policy to the Board for a final third reading and a vote to approve at the February meeting.

Potter made a motion to enter into non public at 9:00 PM under RSA 91-A3, II (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present. It was seconded by Riddlemoser. Potter – Y, Riddlemoser – Y, Herrick – Y, Scherman – Y, Harvey – Y. Cheever, Lasher-Sommers, and Madden were invited to be present during the nonpublic session. The Board returned to public session with a motion made by Scherman and seconded by Herrick. The motion passed unanimously. The Board returned to public session at 9:12.

A motion was made by Potter and seconded by Riddlemoser to adjourn. The motion passed unanimously and the Board adjourned at 9:16 PM.