

## **Chesterfield Public Library Board of Trustees Meeting Held Tuesday, December 5, 2017**

Present: Ed Cheever (Alternate), Jill Dumont, Cathy Harvey (Public Participant), Bruce Potter, George Preston (Director), David Smith, James Stoff, and Ken Walton

Absent: Gail Fleming (Alternate), Nikki Martin, and Linda Skrzyniarz

- 1. Call to Order:** 6:30 PM
- 2. Friends and Endowment:** The initial part of the meeting included members of the Friends of the Chesterfield Library (i.e., Carol Dumont, Jay Gaudry, and Fran Shippee) and Directors of the Chesterfield Library Endowment Fund (i.e., Lee Brockmann and Pam Walton, plus Shippee and Potter). After the appropriate introductions, Preston described his efforts at the Library since becoming Director at the end of August. One of his top priorities is to upgrade or replace the staff and patron computers and to implement a new integrated library system (ILS). He particularly emphasized the importance of obtaining state-of-the-art staff computers and installing the new ILS as soon as possible, and requested funds therefor before the end of the year. After considerable discussion, the Friends tentatively agreed to provide about \$2500 (subject to approval by their entire Board) and the Trustees tentatively agreed to provide about \$3500 (subject to discussion and a vote later in the meeting) from non-lapsing funds. Otherwise, much of the discussion focused on the types and coordination of fund-raising activities with the ultimate goal of substantially increasing funds obtained annually from private sources.
- 3. Secretary's Report:** Following the meeting with the Friends and the Endowment, the Trustees started their regular meeting, attended by those listed at the top. Minutes of the November 21<sup>st</sup> meeting were reviewed and approved as amended by Walton.
- 4. Financial Report:** There was a discussion concerning how the Town pays salaries, benefits, and taxes to Town employees. Preston presented the financials using the new QuickBooks Chart of Accounts in addition to the standard spreadsheet. As of January, the Board will receive only the QuickBooks report, plus the monthly check register and deposit detail. Cheever suggested that Preston requisition any unencumbered funds from the Town before Rick Carrier's term as Town Administrator ends in about two weeks. After further review and discussion, the financial report was placed on file.
- 5. Director's Report:**
  - a. Library activity report:** The new hours (starting in January) for the library will be 11 A.M. to 7 P.M. Monday through Thursday and 9 A. M. through 12 P.M on Saturdays. Statistics gathered on attendance in the last few months indicates that the new hours will better serve patrons. Comments received so far from patrons indicates public approval of the new schedule.
  - b. Programming:** The after-school program is becoming more structured. The Library will have a 3-D printer on loan for one month from the State Library. Students will use vetted web sites for designs for 3-D printer.

## 6. Old or Unfinished Business

- a. **Policies and Procedures:** Preston reported that the job description for the Youth Services Librarian position has been completed by the Personnel Committee, and the other job descriptions are being reviewed and amended as appropriate. The Policy Committee has scheduled a meeting to review the Financial Policy and the Investment Policy. The Board decided that all volunteers and staff must have an up-to-date background check. Any volunteers or staff who have not had a background check and whose check is out of date will need to be processed. The library will pay the cost of the background check. Policies regarding circulation will be uploaded to Atrium (the new ILS) after being reviewed.

The library work hours policy was amended to read:

*“The work week begins on Sunday and ends on Saturday. Work hours will be set by the Director for each employee. Effective January 1, 2018, the hours of operation of the Library will be 11 A.M. – 7 P.M. Monday through Thursday and 9 A.M. – 12 P.M. on Saturdays.”*

### b. Technology:

**Integrated Library System Update:** A motion was made to authorize the expenditure of up to \$3,500.00 from the non-lapsing account to pay for the installation of Atrium upgrade, computer upgrades, and for improving our social media, contingent on the Friends providing the balance of the cost (up to \$2,500). The motion passed unanimously.

**Digital Marketing Update:** The Chesterfieldlibrary.org domain name has been purchased and paid for years. After a considerable struggle with Fat Cow’s security restrictions, administrator rights were today granted to Preston and Antje Hornbeck, our new website consultant.

**Other:** Public access computers will be upgraded with new hardware by Jon Kain of Techs on Call. The refurbished computers will become the staff computers.

- c. **Building Repairs Update:** Preston reported a check has been issued to American Home Design (Peter DeSantis) in payment for the work to repair the building exterior and replace the rear entry door.
- d. **Architectural Drawings & Heater Repair:** Preston reported that he has obtained a copy of the as-built architectural drawings of the Library. The drawings will be instrumental to the cost and planning of future repairs, remodeling, renovations and/or additions to the Library. The drawings will be put to immediate use later this month to repair the heater in the back of the Library.
- e. **Implementation of New Library Hours and Staff Schedules:** Preston proposed a “Two Person” staffing policy be adopted effective January 1, 2018 for the Library’s hours of operation. The Board unanimously approved implementation of the policy. Preston will review the new policy and schedules with the staff. The Board also requested that Preston fix staff hours for the remainder of 2017 so that he can accurately determine the amount of unencumbered funds to request before year end.

- f. Community Ascertainment Survey:** The draft survey was reviewed. The suggestion was made to add a section asking patrons what skills or talents they would be willing to share as a programming option. Dumont will check if the surveys can be sent home through the school. Results will be tabulated before town meeting, but additional surveys will also be available at town and school meetings for future reference.
  - g. Director's Performance Objectives:** Walton will prepare a set of Director performance objectives and discuss/review them with Preston.
7. **New Business:** None
8. **Summary of Decisions Made:** **a)** Minutes for the November meeting were approved. **b)** Ascertainment Survey was amended and approved. **c)** The two-person staffing policy was approved. **d)** The work hours policy was amended. **e)** Background checks for volunteers was approved **f)** \$3500.00 from the non-lapsing fund was approved to be spent on technology upgrades.
9. **Assignments for Next Meeting:** **a)** Preston will meet with the town administrator before he leaves office concerning the appropriation of town funds to the library. **b)** Walton will prepare and discuss with Preston a set of performance objectives. **c)** Dumont will ask the school principal Sharyn D'eon if the community ascertainment survey can be sent home with school children.
10. Adjourned at 9:05 PM.

**NEXT SCHEDULED TRUSTEES MEETING is Tuesday, January 16, 2018, at 7:00 pm in the Library.**

Respectfully Submitted by Cathy Harvey and Ken Walton