Chesley Memorial Library Trustee Meeting

FINAL Minutes 12/10/2021

Present: Gale Tobbe (GT), Betty Smith (BAS), Irene Kreider (IK), Donna Bunker (DB), Karen Riley (KR), and Pat Vaillancourt (PV)

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| Topic | Discussion | Action |
| Meeting called to order at 9:00 AM |  |  |
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| Minutes  |  | Motion to accept BAS/GT. Motion carried 3-0. |
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| Treasurer’s Report |  | Reviewed and discussed. |
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| Director’s Report |  | Reviewed and discussed. |
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| Expenditure Report |  | We need to keep a similar accounting for the Grano Trust Fund. DB has a process she uses. . |
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| Requisitions |  | DB has many to be signed. |
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| Old Business |  |  |
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| Staffing | In accordance with RSA 91A, entered non-public session to discuss a personnel issue. | Motion made BAS/GT to enter non-public session at 9:15. Motion carried 3-0Motion to exit non-public 9:47 BAS/GT. Motion carried 3-0. |
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| Budget 2022 |  | The Budget Committee has given the budget back to the Selectmen. Our cuts and those from others are not final yet.  |
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| Grano Fund checking account  |  | Already discussed. |
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| Library of Things |  | We could possibly use our share of the ARPA Grant money (totals $24,000). We will brainstorm ideas. |
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| Moose Plate Grant  |  | GT has submitted the final paperwork to the State who will arrange for our final check. |
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| Premium Pay  |  | Walter Johnson will confirm but he does not believe we are eligible for this because our staff is not categorized as Town employees. |
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| Tree / Washout  |  | No update—GT has not heard anything on this. |
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| Winter Maintenance |  | This was written by the Road Agent but does not seem to take into consideration that our hours are different than those of Town Hall. Who do we call when our parking lot and walkways need attention and need to be cleared for safety? |
| New Business |  |  |
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| ARPA, Generator, Book Return  |  | These items are still being discussed with no final decisions yet. ARPA has already been discussed. The generator is still being considered, as is the new Book Return. Walter recommends we include a mobile desk. The Rec department wants the ‘old’ book return for the ‘Letters to Santa.’  |
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| Finance Notes  |  | We will be getting new finance software as of 01/01/2022. DB noted staff will need training, which will be difficult due to being short staffed. |
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| Grano Banner |  | A banner could be used whenever we have a Grano event.  |
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| Primex form SWC |  |  |
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| Program Request |  | Two Moms who frequent the library want to help us plan events after the holidays. It is possible the Grano money could pay for them.  |
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| Publicity |  | We can use the CML sign to be supportive of some differing topics being discussed presently. “Support your Town,’ Support your Library’ ‘We’re all in this together’ as examples |
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| Shed |  | This needs to be cleaned out. DB will organize. |
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| Trust Funds |  | GT sent out a list to remind us of who they are and for what they would pay. |
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| Trustee Account Data Entry |  | IK will work with BAS to take up where they left off to get our finances on-line.  |
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| Vacation  |  | DB is planning some time off 12/13, 12/14, and 12/15, 12/16, and 12/20. She will work around meetings. |
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| Web Site  |  | Has been updated |
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| Other Business |  |  |
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| Policy |  | Hold for another meeting |
| Meeting adjourned 1:32 pm |  |  |
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| Future Meetings 2022 |  |  |
| 01/14/202202/11/202203/11/202204/08/202205/13/202206/10/202207/08/202208/12/202209/09/202210/14/202211/11/202212/09/2022 |  |  |
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| Respectfully submitted, |  |  |
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| Patricia R. VaillancourtRecording Secretary |  |  |