Chesley Memorial Library Trustee Meeting

FINAL Minutes 03/11/2022

Present: Donna Bunker (DB), Betty Smith (BAS), Irene Kreider (IK), Karen Riley (KR), Janet Clark (JC), and Pat Vaillancourt (PV)

Janet Clark is attending as a member of the public because she has yet to be sworn into her Trustee position.

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| Topic | Discussion | Action |
| Meeting called to order at 9:00 AM |  |  |
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| Minutes |  | Clarification on February Minutes —should say that the Expenditure Report is not available. Motion made to accept the Minutes with this change of wording BAS/PV Motion carried 2-0 |
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| Treasurer’s Report |  | Reviewed and discussed. |
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| Director’s Report |  | Reviewed and discussed. The Friends are accepting donations of desserts for their event on 04/01 |
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| Expenditure Report |  | Reviewed and discussed. |
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| Invoices |  | Need to be signed |
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| Officers |  | We will handle this at our work session |
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| Old Business |  | We should hold off on working with the new budget until the Town’s finance people say it is finalized. The Town Clerk is in the process of finalizing the election results now in case the budget results are contested. |
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| Audit |  | The CML portion of the audit was completed successfully. |
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| Chain of Command |  | Who to call with facility-related issues? Call Chris Brown as first level contact and call Walter Johnson to escalate an issue. |
| Motion to move to nonpublic session |  | 10:45 am motion made to enter nonpublic session Motion made 10:45 BAS/PV. Motion carried 2-0.  After discussion, Motion made to exit nonpublic session BAS/PV Motion carried 2-0 |
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| Library of Things |  | The Chesley Memorial Library Board of Trustees moved (Betty Smith) and seconded (Gale Tobbe) to accept and expend $8145.60 as our portion of the Institute for Museum and Library Services Grants to States Program. The grant program is part of the American Rescue Act Plan of 2021 and is being facilitated by the NH State Library. The total grant amount of $24,828.00 is shared with Epsom Public Library, Josiah Carpenter Library in Pittsfield, and Pembroke Town Library. Chesley Memorial Library will use this grant award to create a shared “Library of Things” with the partner libraries. The motion carried by a roll call vote 0f 3/0. |
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| Old Computers |  | Should we donate these to a group or someone in need? Decided they are old and not updated enough to be worthwhile. We will not pursue this. |
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| Winter Maintenance |  | DB and GT met with Walter. Let us see how it goes. |
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| New Business |  |  |
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| Alternates |  | IK, KR, and Margaret Walker (MW) are our alternates with one-year terms. DB has the letters to the alternates to share with Walter Johnson. |
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| Book Bin Donations |  | We will pay for two dedication plates to place on the new book bins. One will be in memory of Ann Kelley and the other to recognize Norma Heroux, both former Trustees. |
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| Book Return |  | The new book return is here and must be installed. We have money in the budget to pay Elvyn Bunker to do so when the weather warms up. |
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| Budget Questions |  | Discuss these at our work session:  How do we better present our budget to the Selectmen and Budget Committee?  Who has the authority to put a warrant article in the budget? |
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| Default Budget |  | Not a popular topic—where do we cut down our spending? Ideas? |
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| Emergence Operation Plan |  | There is a group working on this, called the EOP.  How can we help with the process? More to come on this. |
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| Masks |  | Drop the mask requirement. Wear one if you do not feel comfortable. |
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| Meeting |  | GT and DB met with Walter Johnson and had a positive discussion. |
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| Notary Renewal |  | Renewal is $75. Should we pay? Motion made BAS/PV to do so. Motion carried 2-0. |
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| One Thousand Books Before Kindergarten |  | DB and staff will refresh the display about this. |
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| “Safe Haven” Policy and Public Perception |  | We have been advised that a policy for this is being looked at. |
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| Staffing |  | We are still looking for people to fill empty positions. DB reported the accruals on pay checks are displaying correctly. |
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| Trust Fund Report |  | This is being worked on. |
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| Sustainable Shelves |  | This is a new program who wants us to sign a contract so that when we weed out books, we can turn them in to be reimbursed. DB is asking for permission to sign a contract. Motion made BAS/PV Motion carried 2-0. |
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| Warrant Article Submission |  | Who can submit a Warrant? |
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| Other Business |  | We still need to look at our policy manual. |
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| Policy |  | Next time |
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| Meeting adjourned at |  |  |
| 12:30 |  |  |
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| Next Meeting |  |  |
| April 8, 2022 |  |  |
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| Other Dates: |  |  |
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| Trustee Work Session on budget  03/22/2022 1:00 |  |  |
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| Trustee and Staff Spring Breakfast 03/24/2022 8:30 |  |  |
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| Friends Dessert event at  Northwood Congregational Church 04/01/2022  4:30 – 6:30 |  |  |
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| Respectfully submitted, |  |  |
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| Patricia R. Vaillancourt |  |  |
| Recording Secretary |  |  |
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