FINAL

Chesley Memorial Library Trustee Meeting

04/16/2020

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

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| Topic | Discussion | Action |
| Meeting called to order at 10:15 |  |  |
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| 03/13/2020 Minutes | Book Carts – GT will request quote, not DB  Pandemic Policy – Decision made that if schools close, CML will close  Security Cameras – DB will look into this | Motion to accept as corrected BAS/GT 3-0 |
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| Treasurer’s Report |  | Read and accepted. BAS will give full report when she can be in the library to prepare. |
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| Director’s Report |  | Reviewed and accepted |
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| Expenditure Report |  | Reviewed and accepted |
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| Requisitions |  | Signed |
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| Old Business |  |  |
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| Accruals |  | DB still wants to see the pay stubs to verify accruals are correct |
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| Alternates |  | IK, NH, and MW all willing to stay as alternates |
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| Book Carts |  | GT received estimate from Mark and Kit Lord of $8240. Their estimate is higher than the prison’s estimate but we feel Mark and Kit’s will be much better quality. Friends will contribute money toward this project. Motion made BAS/PV Ask Mark and Kit to make the 16 rolling book carts. They can make them in batches. Motion carried 3-0 |
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| Front Door Update |  | GT finished writing the grant request with great input from Janet Clark. GT is requesting letters of support and photos from the community. The grant request is for $6500. |
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| Memo of Understanding |  | This is an agenda item on 04/28 Selectmen’s meeting |
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| Pandemic Policy  Crisis Communication Policy |  | We do not have one. DB will look for others from other libraries. We already have a policy on the chain of command |
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| Town Postings |  | There is an SOP already written which DB created. DB will send this to Town Admin and Selectmen as a reminder of the procedure. |
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| New Business |  |  |
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| Default Budget |  | The final budget we submitted was dated 11/26/2019. PV was concerned since the default budget numbers are so much lower than ours as submitted. The numbers for the default budget will be loaded by finance people at Town Hall so we can see what we have to work with in an itemized format. We should look at Contracted Services, Building Maintenance, and Office Equipment categories first since they have the greatest difference. The Health/Dental line is zero. Is this accounted for somewhere else? What about the salary lines? Work session scheduled for 05/07at 10:15 to discuss concerns and plan to go forward. |
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| Electronic / Traditional Resources |  | We are already using free resources now. |
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| Library Closure / Services |  | The State Library is closed through 05/04 per order of Gov.Sununu. They have put together a task force to compile Best Practices to do when we reopen. |
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| Paving / Exterior Painting |  | Are these in the Facilities warrant article? DB will email Town Admin on status. |
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| Solar PPA  Power Purchase Agreement |  | Jim Hadley inquired about this |
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| Staff Schedule |  | Staff is completing a Daily Activity Log and DB is touching base with them at least weekly. Trustees felt this communication was good and should continue. Motion made BAS/GT that we should remain closed until Gov Sununu’s Stay at Home order is lifted and DB should continue her present process of keeping in touch with staff. Motion carried 3-0. |
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| Other Business |  | Furnace update? DB will follow up with Town Admin  Audit? Let Trustees know if we can help BAS with this |
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| Future meetings:  Work Session 05/07 10:15  Regular Monthly Meeting 05/08 10:15 |  |  |
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| Adjourned 11:05 |  |  |
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| Respectfully Submitted,  Patricia R. Vaillancourt  Recording Secretary |  |  |
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