Chesley Memorial Library Trustee Meeting

FINAL Minutes January 14, 2022

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 9:03 AM |  |  |
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| Minutes |  | Correction on Library of Things discussion—we will use our share of the ARPA Grant for the Library of Things. Motion made BAS/GT to accept Minutes with this correction. 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 |  | Reviewed and discussed |
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| Requisitions |  | Need 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 and seconded to enter non-public session at 9:25 AM. GT/BAS Motion carried 3-0. Motion to close non-public session at 9:35 AM. BAS/GT. Motion carried.3-0 |
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| Budget 2022 |  | Our budget has been reviewed by the Selectmen, and now the Budget Committee in a Public Hearing, attended only by Donna, Jim Hadley, and Pat. Each committee made cuts.  Who is the Library’s Governing Body?  BAS read into the record a letter from the Department of Justice, State of NH, and signed by Terry Knowles, Registrar of the Division of Charitable Trusts.  To summarize: The Librarian, as Department Head, prepares a budget for submission to the library’s governing body, the Library Trustees. The Library Trustees review and make their own recommendations and submit the library budget directly to the Budget Committee.  It was discussed that there was no communication back to the Library Trustees when the Selectmen made their cuts to the Library Budget. |
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| Furnace |  | Re: Furnace Filters. The oil filter has been changed. The air filter will be changed when the company comes back to service the air conditioner |
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| Grano Banner |  | A vinal banner to hang up at Grano funded events would cost about $225. We will use Grano funds to purchase one. Not clear who will pursue this. |
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| Library of Things |  | CML is part of a group of four libraries (Epsom, Pembroke, Pittsfield, and Northwood) who are splitting a $24,000 grant |
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| Publicity |  | Thank you, Gale, for your letters to support the budget. GT will pursue submitting these to The Forum, the Sun, and any other places she finds. |
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| Shed |  | There is still furniture in the shed that we do not want. DB is following up on some people who have expressed interest. |
| Tree / Washout |  | Chris Brown has said he plans to take this tree and others down at the end of January. |
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| Trustee Accounts |  | Already discussed. These are in electronic format. Thank you to Betty and Irene. |
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| New Business |  |  |
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| Annual Report |  | Give DB your feedback by the end of the day today. |
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| Finance System |  | The Town is changing financial systems. DB notes this will be an improvement. The Town’s finance folks are coordinating training. |
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| Microsoft Office |  | Our new computers are in the works. DB found we do not get a free MS Office with them, and we will need to purchase Office separately. Cost is $968 for the 4 computers |
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| Programs |  | Story Time, Book Discussions, and Senior Café are furloughed until further notice. We will revisit the beginning of March. |
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| Other Business |  |  |
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| Meet Again: 02/11 at 9:00 |  |  |
| Adjourned 11:30 |  |  |
| Respectfully Submitted, |  |  |
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| Patricia R. Vaillancourt |  |  |
| Recording Secretary |  |  |
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