FINAL

Chesley Memorial Library Trustee Meeting

07/10/2020

Present: Gale Tobbe (GT), Betty Smith (BAS), Donna Bunker (DB), Norma Heroux, Margaret Walker (MW), Pat Vaillancourt (PV)

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| Topic | Discussion | Action |
| Meeting called to order at 9:05 |  |  |
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| 06/12/2020 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. Kudos to staff for the dynamic, informational, and newsy web site. There have been some negative comments on Facebook who think the library should open. We are doing all we can before we open to ensure our patrons and our employees are safe. |
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| Expenditure Report |  | Reviewed and discussed. |
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| Requisitions |  | These were passed around for signatures. |
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| Old Business |  |  |
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| Book Cart Update |  | We received a generous donation from the Friends which has been given to the Lords as they continue on the book carts.  |
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| Memo of Understanding |  | The Selectmen gave this document to the Facilities Committee to review, but we question if the Facilities Committee is meeting as required to be able to review the document. We will keep the review of the MOU as an outstanding issue. We will wait until there is some stability at Town Hall before we review this document with the appropriate people. Motion made BAS/GT to delay this review, motion carried 3-0. |
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| Phased Reopening Plans |  | DB has written documents to cover Phase 4 and beyond and is waiting input from the Town Attorney. She will send these to Bob Young and the attorney for comments. |
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| Project Status Update |  | We have not received any updates on our projects which are  Parking lot paving, exterior painting, furnace/air conditioner, and fire doors. GT has purchased the library a window AC in the meantime. Chris Brown will contact GT for an update on the paving.  |
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| New Business |  |  |
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| Budget Deadlines |  | The deadlines for 2021 budget items will come in early August per John Scruton. This will be discussed at the 06/23/2020 Selectmen’s meeting. |
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| Girl Scout Gold Award Request |  | We’ve been contacted by a Girl Scout wanting to create a Civic Engagement site for us. DB will contact her and say no. There is too much going on right now.  |
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| Robert Grano Trust |  | Robert Grano contacted the Library wanting to create a trust. DB gave him contact information for the Board of Selectmen and the Trustees of the Trust Funds. |
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| Library Findings |  | These are findings from the external auditors: 1. Credit Card Supporting Information is not included with the statement requesting payment. The supporting information is held at the library and not passed on with the statement. We will add this step to our process.
2. We gave Holiday Bonus checks to the staff at the end of the year from our checkbook. These would be more appropriately come via an invoice.

We will discuss changing our procedure on staff bonuses.  |
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| Staff Hours |  | Staff will all work from home while paving is being done. Staff will self-report each day while DB is out.  |
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| Trust Fund Purchases |  | See above re: Mr. Grano  |
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| Wage Scale |  | Because of the default budget, will there be no raises? It is known that the Board of Selectmen has given raises to recognize work above and beyond. BAS will check and report back. |
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| Other Business |  |  |
| Accruals |  | DB feels that employees questioning what they have accrued should make an appointment with HR to work this out.  |
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| Vacations |  | DB is on vacation for 2 weeks. One employee is taking a cross country trip. When she returns, she will need to self-quarantine and work from home.  |
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| WEB EX vs Zoom for meetings |  | DB explained that a free version of Zoom is still being offered. WEB EX will continue to offer a free version beyond its original expiration date. For now, we will continue with WEB EX.  |
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| Next Meeting 08/14/2020 |  |  |
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| Respectfully Submitted |  |  |
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| Patricia R. VaillancourtRecording Secretary |  |  |
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| Meeting adjourned 11:00 |  |  |
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