Chesley Memorial Library Trustee Meeting

FINAL Minutes February 11, 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 9:02 AM |  |  |
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| Minutes |  | Motion made to accept GT/BAS Motion carried 3-0 |
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| Treasurer’s Report |  | Reviewed and accepted |
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| Director’s Report |  | Reviewed and discussed. |
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| Expenditure Report |  | Staff is being trained on new financial system. This report is not yet available. |
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| Invoices |  | Of note, we are renewing Audio Books, but fewer magazines are being renewed than in the past. |
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| Public Hearing began 11:00 am, concluded 11:10 am | No members of the public were present. | The Chesley Memorial Library Board of Trustees moved (Betty Smith) and seconded (Gale Tobbe) to accept and expend $8,145.60 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 Business |  |  |
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| Budget 2022 | Attendance was good—about 50-60 people attended. | Make sure you are familiar with the warrants before you vote. |
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| Library of Things |  | There was an article about this in the Suncook Sun. We appreciate the publicity. |
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| Programs | We’ve taken a 2-month break but hope to resume Story Time and Senior Café in March |  |
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| Publicity | There was an article in The Forum. More good publicity. |  |
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| Shed | This needed to be cleaned out and that has happened thanks to GT. There is still more that can be relocated to a new home. |  |
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| Tree/Washout | DB had been told this would be taken care of by 01/28 but it hasn’t happened to date. DB has not heard from Chris Brown |  |
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| New Business |  |  |
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| Audit | GT and BAS have filled out the questionnaire of our information and we are ready to work with the Auditors when they are ready for us. |  |
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| Book Bins |  | GT suggested it would be fitting to honor Norma Heroux and Ann Kelley by ordering book plates in their names to affix to the book bins. GT/BAS made a motion to purchase them at $100 apiece. Motion varied 3-0. |
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| Chain of Command |  | Library issues should first go through DB, who notifies the Trustees, and then on to Selectmen and/or Walter. Trustees would like to meet with Walter. GT will set up a meeting with Walter. |
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| Holiday Schedule |  | New schedule for 2022 was distributed. Motion made to adopt the Holiday Schedule BAS/GT. Motion carried 3-0. |
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| Library Employment |  | In accordance with RSA 91A, entered into non-public session to discuss a personnel issue. Time was approximately 11:00. Motion made BAS/GT  Motion carried 3-0. . Motion to exit non-public session at 11:20.BAS/GT motion carried 3-0. |
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| Primex Accident Reports |  | One of our employees fell going into the library one morning, and again going into the Deliberative Session. , When she left the Deliberative Session and got back to the library, the shoveling/sanding was still not done, nor was it done by Monday. We need a process to work with the town, so our parking lot and walkways are safe, especially for our elderly patrons. |
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| Winter Maintenance |  | This is another issue we’d like to talk to Walter about, along with building maintenance and finding a more respectful approach when communicating. |
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| Other Business |  |  |
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| Policy Review | Discuss next time |  |
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| Cyber Security | IK suggested we have a session on Cyber Security. Do we have a policy on this to protect us? . We will discuss next time. |  |
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| Meeting adjourned 11:45 |  |  |
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| Next Meeting |  |  |
| March 11, 2022 |  |  |
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| Respectfully submitted, |  |  |
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| Patricia R. Vaillancourt  Recording Secretary |  |  |
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