

Chesterfield Library Board of Trustees Meeting  
7:05 PM, January 18, 2024

Present: Trustees: Amy Gavalis, Jen Peotter, Linda Urban-Lyon

*December Minutes:* Approved with the following corrections (in italics):

Under New Business-Present budget adjustment:

*We anticipate Cindy will return to work...*

Under New Business-New Budget:

...Finance Board's reserve fund. *Trustee's made a projected budget that allows for Cindy's return.*

Trustee, Jen Peotter, presented a ....

*Librarian's Report:* Trustee Chair, Amy Gavalis, presented User Statistics for both November and December 2023 and 2022. Total circulation statistics were down in both November and December 2023 when compared to November and December 2022. Amy also shared FY 2024 Expense Report and Holdings Report from 07/01/2023.

*Old Business:* It appears that Cindy's sick/vacation/holiday wage will end mid-March. Part-time staff wages are elevated to cover full operational hours.

*New Business:* Librarian Update-Cindy is recovering very nicely. She has been emailing Trustees and Library staff information, has been calling staff that are covering her hours to train and walk them through libraries' procedures that are unfamiliar to them. She is now continuing her rehabilitation in an assisted living community and receives out therapy service to help with some mobility issues.

Present Budget Adjustment-An interim director will start in February at \$20.00 per hours for 18 hours per week. She will be in the library in February, off in March and will return in April Cindy works 2 hours per week off site. Cindy returns to work in May/June for 10 hours per week. Interim director hours in May/June will be reduced to 8 hours per week.

New Budget-A new estimated budget was calculated on extra staff hours. This budget estimates that FY2024 budget will be \$543.00 over the current approved budget. When monies from the current budget are exhausted, Trustees will request this additional money from the Finance Board's reserve fund. Trustee, Jen Peotter, presented a possible budget for FY 2025. She is still calculating and will finalize the FY 2025 budget for the Finance Committee.

Minutes to website-Town Manager requested that copies of meeting minutes be sent to her. This will begin as soon as minutes from current meeting are approved.

Town Report- The town report is due in February. In Cindy's absence, Trustee, Linda Urban-Lyon, will submit report.

Meeting adjourned at 8:30 PM