

Chesterfield Library Board of Trustees Meeting
7:05 PM, December 14, 2023

Present: Trustees: Amy Gavalis, Jen Peotter, Linda Urban-Lyon; Chesterfield Resident: Kim Montague

November Minutes: Approved with the following corrections (in *italics*)
Kim Montague, Cindy's friend, *shared with* the Trustees *that Cindy is* still recovering and making good progress. 2nd paragraph New Business
...new library employee, *Dianne Mikucki*. 3rd paragraph New Business
In 4th paragraph:
She will be *eligible for* a total of 257.72 hours.
...library assistants/substitutes *will need more hours*.
Trustee Chair, Amy Gavalis, *will ask the* MBLC regarding a waiver to

Librarian's Report: Due to Cindy's unexpected medical emergency, there is no Librarian's report.

New Business: With Cindy, the Library Director, out for an uncertain amount of time, Trustees focused on the logistics of running the library without a director.

Kim Montague, Cindy's friend, updated the Trustees on Cindy's current medical condition. Still recovering in the hospital. Making good progress.

Library Staffing-The two assistant/substitute librarians have agreed to work more hours to cover the current library hours. They have made a schedule of their new hours. Extra mailbox keys will be made to ensure that both will be able to pick up mail. Both are also willing to help train the new library employee.

Budget Concerns-Trustees were concerned about how much paid leave time Cindy has. She will be able to get a total of \$257.72 hours. This is a combination of personal leave and holiday hours. Other unknown options for Cindy: town paid family leave? eligibility for Social Security, Medicare? The library assistants/substitutes will need to be for more hours. Trustee Jen Peotter will contact Finance Committee member, Lee Manchester, for information on the Town's reserve fund. Trustee Chair, Amy Gavalis, will contact the State MBLC regarding waiver to the expense line. With Cindy absent, there is a concern that the library will not meet its expense budget.

Meeting adjourned at 8:30 PM