

**Stephenson Memorial Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**October 10, 2023**

**Location of Meeting:** SML Reading Room, 761 Forest Rd., Greenfield, New Hampshire

**Present at Meeting:** Andra Hall (Chair), Katie Cartier (Treasurer), Britni Chichester (Secretary), David Bridgewater (Library Director), Valli Hannings (Board Alternate, Friends of the Library Committee), Jean Rube'-Rainier (Board Alternate), and Linette Seigars (Recorder).

Guest: Kathleen Seigars, Budget Committee.

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:09 pm on October 10, 2023 by Andra Hall, Chair.

**BUDGETS**

Prior to regular business.... Budget discussion ensued as follows:

- Wages/Salaries: Andra opened the discussion, noting that detail on staff raises will be forthcoming from the Select Board.
- Heating fuel: Since SML is an emergency management site, to what degree does the cost of fuel fall on the library? Kathleen Seigars was asked to look into this.
- Electricity: significant cost increase as of last month, to look at usage based on current rate.
- Telephone: much less expended than budgeted with \$121 being maximum amount for any monthly bill this year; internet costs are included in this line item; therefore propose FY24 \$1600 vs \$2000 LY.
- Mail costs: proposed \$104 savings without PO Box.
- Mileage: over budget TY with actual \$692 expended; propose FY24 \$1000 vs \$600 LY.
- Marketing Expenses: TY no actual dollars expended; various signs, paper use etc. have been coming out of office/general supplies lines; Increased vigilance will need to be exercised on appropriating these costs as applicable to marketing.
- Programs/Entertainment: As noted above under "marketing expenses", increased vigilance on appropriation of expenses; these dollars need to be used first as they pertain specifically to programs/entertainment rather than taking from office/general supplies; Propose FY24 \$2500 vs \$2700 LY.
- General Supplies/Postage: LY \$4000 budgeted, Actual spent \$1870, propose FY24 \$3000. It was also agreed upon to use this line item for new printer cost.
- Dues/Professional Fees: \$265 actual expended with \$1000 LY budget; It was agreed that \$150 annual fee to ALA is not worth the cost; therefore propose FY24 \$750 vs \$1000 LY.
- Computer Technology: TY actual \$3225 vs \$2000 budgeted; over budget due to website expenses; propose FY24 \$2000. Boxes and surge protectors will be purchased; and new lap top estimates to be forthcoming from David at next meeting.
- Computer Supplies/Maintenance: LY budgeted \$2600; Propose FY24 \$2000.
- The proposed FY24 changes add up to approximately \$2254 overall decrease from LY budget.
- SML Budget meeting scheduled with Select Board for 11/16/23 at 5:30 PM.

- Warrant Article will need to be wrapped up by month end; “Expanse of Municipal Parking” with emphasis on 1) warming station location; 2) emergency management site; and 3) relief of downtown parking congestion in part due to restaurant business.

With Budget discussion ending, regular business of the SML Board of Trustees proceeded.

### **I. Review of Previous Minutes**

- The minutes of the previous meeting of September 12, 2023 were reviewed and unanimously approved. The approved minutes will be emailed by Britni to David for official record of file.

### **II. Treasurer’s Report**

- Katie presented the treasurer’s report delineating the following balances of accounts:
  - *SML Trustee Account(s)*
    - (M&T) - \$2,724.85
    - (BNH) - \$ 316.11
    - TOTAL \$3,040.96

#### *Projects Accounts*

- Merrill Account - \$11,052.57
  - Moose Plate Grant - \$0
  - D. Cilley Account - \$12,432.11
  - Wensberg Account - \$750.00
  - Mary Ann Grant - \$340.00
  - *TOTAL Projects Accounts - \$24,574.68*
- Above balances do not include any outstanding deposits.
  - Copies: \$413.43; Conscience: \$269.43 and Line Dancing: \$1265.00.
  - Katie has purchased checks for the Trustee and Projects Accounts.
  - The new credit card account is now signed for by David, Andra and Katie.
  - The Treasurer’s Report was accepted.

### **III: Director’s Report**

- David handed out a copy of the October 2023 *Director’s Report*.
- More shelves are ready to be installed behind the circulation desk.
- Discussion ensued regarding compliance with SML policy of the Wensberg Room use by outside groups without SML staff on premises. With the yearly signed agreements on file, it was agreed that there is not a conflict with policy.
- Andra suggested having the GES students visit weekly at the library and asked David to follow up.
- Additional discussion ensued regarding the requirement of reporting on Library Statistics. These stats will need to be included in the Director’s monthly report. It was suggested to designate this task to Emma.
- The Director’s Report was accepted.

### **IV: Old Business**

- Parking Lot:
  - SML remains in wait for response from Fieldstone after several follow up calls have been made. Lack of Fieldstone’s response is now presenting as a significant issue especially as it relates to moving forward with the warrant article.

- NH Humanities:
  - November 1st opens up the next window of booking opportunities for upcoming year. A Fairy Tale related presentation was suggested; waiting until after the first of the year to book; and perhaps designating a specific month for these presentations would be more effective rather than attempting to offer several per year.
- The dead evergreen tree on front lawn has successfully been taken down and removed.
- Mary Ann Grant bench discussion ensued. It was VOTED to utilize donations received in Mary Ann's memory for bench costs.
- Library Hours signage: samples and quotes will be obtained by two or more vendors.
- Job Descriptions: David has received staff input on individual job descriptions. After the first of the year the Trustees and Director will plan to meet on this matter.

#### **V: New Business**

- Board Vacancy: With the news of Britni Chichester's departure, the SML Board and Library are thankful for the time and contributions she has made in her tenure as elected trustee. She will be greatly missed! With that said, the Town Select Board has
- been notified, and recommendations will be considered to tentatively fill her role until spring elections.

#### **VI: Policies and Procedures**

- Policies Reviewed by Board with Status:
  1. **Event Planning (NEW)- Policy SML #20:** motion was made and seconded, all in favor, to accept **SML #20-F** as addendum; Website Posting = YES.
  2. **By Laws - Policy SML#01:** elimination of the lengthy appendix; addition of language as it pertains to electronic voting (ie: email consensus by Trustees); minor meeting time change; motion was made, seconded, all in favor as reviewed with changes; Website Posting =NO.
  3. **Inclement/Extreme Weather (NEW) - Policy SML#18:** motion was made, seconded, all in favor, to accept as presented ; Website Posting = NO.
  4. **Credit Card Use (NEW)- Policy SML#19:** group review as drafted; motion was made, seconded, all in favor; Website Posting = NO.

#### **VII: Upcoming Notices/Meeting Dates**

- "The Mitt Doctor": 10/26 at 7:00 PM; Wensberg Room
- Veterans' Day Remembrance: 11/11 at 11:00 AM - Girl Scouts Event at Town Hall, ringing of the bell, blessing by Reverend Dan; Ice cream/apple crisp social.
- Fire and Ice: 12/2
- SML Staff Holiday Party; 12/14 at 6:30 PM; Wensberg Room; with Yankee Swap and refreshments.
- Next SML Trustee Meeting is scheduled for Tuesday, November 14 , 2023 at 7:00 PM in the Reading Room.

**Meeting Adjourned at 9:43 PM.**

Respectfully submitted,  
 Linette Seigars, Recorder  
 (As approved at 11/14/2023 SML meeting)

