

**Stephenson Memorial Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**December 5, 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), Ella Cademartori (Children's Librarian), Bailey Sweet, and Linette Seigars (Recorder).

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:11 pm on December 5, 2023 by Andra Hall, Chair. Bailey Sweet was introduced as temporary SML Trustee.

**I. Review of Previous Minutes**

- The minutes of the previous meeting of November 14, 2023 were reviewed, Andra moved to accept, seconded by Katie, all in favor of approval. The approved minutes will be emailed by Linette to David and Ella in PDF format 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 - \$1,719.85

- BNH - \$ 279.49

*TOTAL SML Trustee Account (s) - \$1,999.34*

*Projects Accounts*

- Merrill Account - \$11,052.57

- Moose Plate Grant - \$0

- D. Cilley Account - \$11,699.61

- Wensberg Account - \$750.00

- Mary Ann Grant - \$340.00

*TOTAL Projects Accounts - \$23,842.18*

- Above balances do not include any outstanding deposits.
- Copies: \$413.43; Conscience: \$269.43; Line Dancing: \$1265.00 and Trustee Fund Interest: \$550.00.
- The second invoice in the amount of \$732.50 has been paid to Fieldstone.
- Andra motioned to accept Treasurer's report, seconded by Britni, all in favor.

**III: Director's Report**

- There was no monthly *Director's Report* handout. Ella will be working on statistics.

**IV: Old Business**

- Deb Cilley Funds: With the completion of the survey, the parking lot will be put on hold until 2025. The SML Board will shift focus to establishing a Gardner position to maintain what has

been established. Britni informed the group that she has not yet talked with Ray Cilley regarding Gardner expenses. The benches will be brought in for the winter and will need refinishing before spring. Andra noted that she will talk with the Girl Scouts about taking up this effort. In addition, a wooden gazebo was briefly discussed as a more permanent fixture for the future.

- Library Statistics: Moving forward the statistics will be collected and provided on a monthly basis.
- Board Vacancy: Andra noted that a letter of recommendation for Bailey Sweet, as an SML Trustee replacement until March voting, has been sent to the Town of Greenfield Board of Selectmen.
- Holiday Party: Ella has sent invitations to all staff; the library will close early, at 5:30 PM on Thursday, 12/14/2023, and Ella will post the early closure on Facebook. Everyone is asked to bring a wrapped secondhand book for the gift swap.
- SML Email addresses: David is working on this.
- MaryAnn Grant celebration will be moved to sometime in the Spring.
- NH Humanities and Job Descriptions will remain on hold until sometime in the new year.

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

- Library Hours: A discussion ensued regarding summer hours vs winter hours, the collection of data, and a survey to patrons will be compiled and put out for public feedback.
- The Tree Lighting Ceremony went well and the Fire and Ice Event was great!
- Ella has no plans for a winter reading program.
- GES/SML Interactions: In an effort to reconnect, Ella will be attending a literary night in February at the school, and a waiver is being drawn up by GES which will require SML approval.
- Meeting House Usage: A MOU (Memorandum of Understanding) between the Town and SML has been signed.
- Ella will be added to the final minutes distribution list and a PDF format will be used for finalized/approved minutes going forward.
- To Do List: Jean presented a review of the list.

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

- There are no policies up for review at this time. January 2024 will start a new cycle of review.
- Andra reminded the group of the event planning checklist and the yearly requirement of groups using the facilities to resign agreement starting in January.
- Posting of Policies on the website is not yet done and Ella will be attending to this task.

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

- **“Laura Ingalls Event”:** January 20, 2024 at 4:00 PM - Meeting House.
- **Next SML Trustee Meeting is scheduled for Tuesday, January 9 , 2024 at 7:00 PM in the Reading Room.**

**Andra motioned to close the meeting, seconded by Britni, all were in favor.**

**Meeting Adjourned at 8:03 PM.**

Respectfully submitted,

Linette Seigars, Recorder

(As approved at 1/30/24 SML Trustee Mtg.)