

**Stephenson Memorial Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**January 30, 2024**

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

**Present at Meeting:** Andra Hall (Chair), Katie Cartier (Treasurer), Bailey Sweet (Interim Secretary), Jean Rube'-Rainier (Board Alternate), Ella Cademartori (Children's Librarian/Interim Director) via video-conference, and Linette Seigars (Recorder).

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:14 P.M. by Andra Hall, Chair.

**I. Review of Previous Minutes**

- The minutes of the previous meeting of December 5, 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 - \$ 872.33
- TOTAL SML Trustee Account (s) \$2,592.18*

*Projects Accounts*

- Merrill Account - \$11,052.57
- Moose Plate Grant - \$0
- D. Cilley Account - \$11,699.61
- Wensberg Account - \$750.00
- Mary Ann Grant - \$790.00
- TOTAL Projects Accounts - \$24,292.18*

- Above balances do not include any outstanding deposits.
- Donations received over the holidays included \$200 from John P. Streit and \$200 from William Gill. Bailey will be sending out thank you notes to the donors.
- Andra motioned to accept Treasurer's report, seconded by Bailey, all in favor.

**III: Director's Report**

- Ella is currently working on "Take Your Child to the Library Day" event.
- The "Laura Ingalls" event went very well with a total of 26 attendees (15 children and 11 adults), and a number of compliments were received on the presentation.
- The gas fireplace was serviced in December and a follow up with Jim Morris will be added to the calendar for a 2025 service date.
- Pest services visited and placed traps downstairs in several locations.

- A Greenfield resident has requested use of the Wensberg Room on Fridays at 6PM for a community sound healing initiative and Ella inquired to the board about any liability issues. A waiver will need to be signed by all attendees, similar to the line dancing attendees.
- Water was reported to be present on the basement floor past the stairwell. Andra requested Ella to ask Jim Morris to have a look at the area for an assessment.
- Wensberg Room back exterior entrance is still in need of an overhang remedy and lighting.
- Fuel level readings are on the daily check list albeit the automatic Irving delivery set up. Current reading shows 3/8 of a tank. Ella noted that it can take up to 6 hours to bring the library up to temperature.
- Andra motioned to accept the Director's report, seconded by Katie and all in favor.

#### IV: Old Business

- Cilley Funds: Andra opened discussion regarding gardener services for the summer. On January 17th Bailey wrote a letter to Ray Cilley introducing herself and posited bullet points of ongoing discussion with SML Trustees. She will follow up via email with Ray regarding any input he may have.
- Library Statistics: Ella reported that Emma has not yet done January visitor statistics, however she did compose a "people per hour" report dating back to October which segued nicely into the next agenda topic....
- Hours of Operation:
  - A discussion ensued regarding consistency of hours, signage, and goal of accommodating most citizens/patrons including working folks. Wednesday mornings and Tuesday afternoons seem to be the most popular library usage times.
  - Linda Dodge composed a list of operating hours of surrounding town libraries for reference.
  - As a result of discussion the following change of hours was proposed, effective February 6th, motioned for approval by Bailey, seconded by Andra, and all were in favor: The new hours will be as follows:

- Tuesday/Friday	2:00 PM - 6:00 PM
- Wednesday/Thursday	10:00 AM - 6:00 PM
- Saturday.	10:00 AM - 4:00 PM

- NH Humanities: Andra suggested placing this on hold until sometime in the spring.
- Parking Lot: Remains on hold.
- Mary Ann Grant Bench Ceremony: A date needs to be set for this event no later than the next meeting, in order to get posted in the Greenfield Spirit which has a March 1st deadline.

#### V: New Business

- Ella noted some staff schedule changes she is working on. Linda and Emma have requested additional hours, of which were approved.
- Job Descriptions were handed out and will be reviewed at the next meeting.
- Out of Town SML card holders: currently there is a \$25 fee for non-Greenfield residents. Ella questioned whether this card holder status should include digital access given the associated costs that may come with downloads. A discussion ensued relevant to the two platforms, in particular, Libby and Hoopla, and their costs to SML; \$823 and \$1000 plus, respectively, in annual fees. Tabled for future discussion.
- Per Diem Hire: The position of a per diem has been approved to ensure proper coverage.
- Salaries: Andra noted that the town approved a 3.2% salary increase across the board.

## VI: Policies and Procedures

- With the new year, a new cycle of policy reviews begins. The great news is.. with all the overhaul work done last year, keeping up to date on a monthly basis should prove easy and smooth!
- The following Policy was Reviewed by SML Board;
  1. **Policy SML #02: Meeting Space Use/Application Addendum:** Andra stated that Primax has reviewed and approved this policy with its addendum and noted that all non-SML sponsored events/space usage groups must RENEW signature on the application each year. Approved, as reviewed; no revisions, motioned by Katie, seconded by Bailey, all in favor. Website Posting = YES.

Andra motioned, seconded by Katie, all were in favor, to close the public portion of this meeting, adjourning at 8:51 PM, and this recorder exited.

A non-public session with the SML Trustees (In consideration of information pursuant to RSA 91-A:3; II and 91-A:5; IV) took place. As addendum to the recorder's public meeting minutes: The Chair, Andra Hall, informed this recorder that the meeting came out of non public session at 9:17 PM, Motioned by Andra to seal and seconded by Katie. All were in favor.

## VII: Upcoming Notices/Meeting Dates

- **Next SML Trustee Meeting is scheduled for Tuesday, February 13 , 2024 at 7:00 PM in the Reading Room.**

Respectfully submitted,  
Linette Seigars, Recorder  
(As approved at 2/13/24 SML Trustee Mtg.)