

# Town of Greenfield, NH

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## Library Minutes 11/02/2016

### MINUTES

#### STEPHENSON MEMORIAL LIBRARY TRUSTEES MEETING

WEDNESDAY, NOVEMBER 2, 2016

PRESENT: Jami Bascom, Ray Cilley, Bruce Dodge, Julie Perrin, Neal Brown.

ABSENT: Mary Ann Grant.

The minutes were recorded by Patricia LaPree.

6:30 PM – The meeting was called to order by Chairman Dodge. Bruce appointed Ray as a voting member in Neal's absence.

Bruce will be leaving the meeting at 7:30 tonight.

6:30 PM – Review of the preliminary minutes from the October 5, 2016 meeting:

There were three corrections to the minutes. On line 82, add "s" to meeting, on line 86, the budget meeting is November 10 not Nov18, and on line 90, the next meeting date is November 2, not November 3 2016.

Jami made the motion to accept the minutes as amended, and Ray seconded the motion. The vote was 3-0 in the affirmative to accept the amended minutes. **ACTION: Pat will correct the minutes and have them posted to the Town website.**

6:37 PM – Treasurer's Report:

Julie provided the monthly report written by Mary Ann, and the year to date report on the budget from the Town Office.

6:40 PM – Neal arrived for the meeting.

The treasurer's report and the Town report were reviewed by the Trustees. Julie noted that the Library checking account paid for the file cabinet for the Trustees and for two criminal background checks. There was a total of \$745.00 in revenue deposited into the checking account in October.

Julie noted that there are going to be funds left in the part time wage line item for 2016. This is because she has been salaried, so extra hours that she covers do not come out of the part time wages. The hourly wage for pages and aides are at a lower rate than the other staff and that has saved money. A discussion followed about how best to utilize the money and the pros and cons of using the money for wages for needed projects by staff or returning the balance to the taxpayers and whether doing so might impact the possibility of having the requested amount for wages in 2017 be approved because it was not used. The Trustees agreed to let Julie expend what she needs for wages for the rest of the year and any balance will be returned to the taxpayers. The justification can be made to the residents by explaining why the overage occurred.

Julie suggested that she combine the line items for dues/professional expenses and education/convention under the line dues/professional expenses. The Trustees agreed to the change.

The motion to accept the treasurer's report as presented was made by Bruce and was seconded by Neal. The vote was 3-0 in the affirmative to accept the report.

6:53 PM -Foundation Report update:

Ray reported that all the bid documents have been completed by Underwood Engineers and will be posted on the Town website. A pre-bid meeting for potential bidders has been scheduled to take place on November 21 at 10:00 AM to review bid

documents and view site conditions. Bids will be opened at the next scheduled Trustees meeting on December 7<sup>th</sup> at 7:30 PM.

It is intended that the DPW Buildings and Grounds Supervisor Rick McQuaid will be the Clerk of the Works for this project.

Once the bids have been opened and review of the bids has been completed, a dollar amount needs to be included in a warrant article to be submitted to the Town office. **ACTION: Julie will draft the preliminary language for the warrant article for the December Trustees meeting.**

7:00 PM – Policy Committee report:

The Policy committee submitted a draft of a posting policy for the Trustees to review. The motion was made by Bruce to adopt the policy as written and it was seconded by Neal. The vote was 3-0 in the affirmative to adopt the policy.

7:07 PM – Replacement of clerical staff:

Bruce reported that he has spoken to Janice Pack and she is interested in taking the minutes for the Trustees. A brief discussion followed about what to pay her, hourly versus a flat rate per meeting as is the current method of payment for clerical services, and what the scope of her duties would be for the Trustees. **ACTION: Bruce will talk with her further and discuss compensation options.**

7:15 PM – Librarian's Report:

Julie provided the Trustees with a detailed month to date and year to date report and statistics on usage of the Library. The statistics continue to show growth in all areas of usage and public attendance of programming at the Library. Julie reported that she can now check books out for students at GES on her Chromebook. There was a discussion about ways to fund the Library's continued growth in the future through grants, in kind donations, community outreach and endowments so as to limit tax impact.

- The 3-D printer will be delivered on November 10.
- The Fireplace insert will be here soon.
- The parking lot is paved and designated handicapped parking spaces have been made.

7:28 PM – Bruce excused himself from the meeting and Ray was reinstated as a voting member for the balance of the meeting.

7:28 PM – The Policy Committee will schedule another meeting time.

7:30 PM – The secretary of the Trustees gave out two sets of minutes for the Trustees to review. The minutes are nonpublic and were sealed at the meetings at which they were taken. There was no discussion about the content of the minutes.

A motion to keep the minutes sealed that were taken in nonpublic session on September 14, 2016 was made by Jami and seconded by Neal. By a roll call vote of 3-0 in the affirmative, the motion passed to keep the minutes sealed.

A motion was made by Jami to keep the minutes sealed that were taken in a nonpublic session on September 17th 2016. The motion was seconded by Neal. By a roll call vote of 3-0 in the affirmative, the motion passed to keep the minutes sealed.

7:38 PM – Other/new business:

Ray inquired about whether the programming that the Library presents has been, or could be video recorded. Julie stated that many presenters will not allow video recording. She stated that the Library has a YouTube channel.

7:40 PM – Jami made the motion to adjourn the meeting now, and it was seconded by Neal. The vote was 3-0 in the affirmative adjourn the meeting.

The next meeting of the Trustees will be on Wednesday, December 7, 2016 at 6:30 PM in the Wensberg Room at the Library.

Respectfully submitted,

Patricia LaPree