

Stephenson Memorial Library Trustees
Meeting
Meeting Minutes 4/14/2021
Recorded by Michelle Hall

Start: Conducted in person in the Wensberg Room

Roll Call: Attending in person: Diane Boilard, Mary Ann Grant, David Bridgewater, Bruce Dodge, Jean Rube-Rainier

Absent Members: Valli Hannings, Andra Hall

Diane called meeting to order at 6:51 pm.

- 1 **Status of Appointed Alternate Trustees and new Trustee Andra Hall.** Jean and Mary Ann confirmed taking the oath at the town hall. Mary Ann will stand in as a Trustee for this meeting. Bruce nominated a slate of candidates for continued positions (Diane as chair, Bruce as Secretary, Mary Ann as Treasurer and Andra as co-Treasurer), Diane seconded the slate. All were in favor; motion passed.
- 2 **Approval of the amended meeting minutes** – Bruce motioned to accept minutes for 3-10-21 as amended, seconded by Diane. All were in favor; motion passed.
- 3 **Treasure's report - Ledger and donation book, change of signature to accounts.** Andra is a second signer and will help Mary Ann with the bank accounts; such as withdrawals, deposits, statements, etc. Mary Ann will call Kathy to ask for the donation book. The Trustees discussed the checking account ledger.
Mary Ann will send the trustees a copy of the letter she received from the Friends, regarding the Merrill fund usage.
Diane will check with Rick about the gallons our oil tank can contain vs the amount billed for (288 and 12.5 gals in one day) to see if he was able to talk with the oil company about the gallon discrepancy.
As of 3/31/21 – The Special Project Fund account was at \$16,124.07, which includes the Debra Cilley Trust \$10,000, Merrill Fund monies \$3973.07 and \$2,151 for landscaping from Friends, in deposits. The Trustees checking account is at \$2618.26 after \$38 in copies and conscience and the \$5 service fee revenues.
The Library Budget Actuals are in ~~really~~ good shape at less than 20% usage to date. Bruce motioned to accept the Treasurers report, seconded by Diane. All were in favor; motion passed.
- 4 **Director's report - including getting the electrician's quote for automatic doors.**
 - David did reach out to Congresswoman Annie Kuster by email and phone but has not heard back. He has received quotes for the replacement door, with more to come next week.
 - The website has had a minor update with more to come.
 - The federal stimulus does offer money for designing libraries. It was very hard to get this going but the ball is rolling.
 - Book material ordering – this is for book purchasing to go in the director's binder. David would like to purchase a software which would help with purchasing new publication

and controlling current ones. This would also help with recommendations/requested items which the patrons have asked

- Bruce has received an email in regards to Dollar General accepting applications for the Literacy Program.
- Hoopla is going very slowly. The trustees would like to know about this at the meetings.
- Diane and David observed a brush and leaf mess on the trail behind the library at the town forest. The trustees suggested sending a letter to the neighbors, as well as, installing signage stating no dumping.
- Bruce has received some links for the Ledger, Messenger and some other digital volume copies. He has tried it and it is really interesting. David will add the links to the website and newsletter.
- Bruce was not able to get into the Library Facebook Administration page, he will have to go to the library and work with David/Beverly. Beverly also used to create a monthly library stats spreadsheet, David will continue to produce this.
- Keys – David would like to propose changing the locks at the library to start with a fresh key chart, with key holders signing in and out for them.
- The Library of Congress is not running right now. This will need to happen at a later time

Diane motioned to accept the director's report, seconded by Bruce. All were in favor; motion passed.

- 5 **Status of Moose Plate Grant** – Everything was sent in, Diane stated that the certification had an error and needed to be authorized by trustee not named as authorized. Andra went out of her way and was able to get the certification completed. All documents now submitted and awaiting response from Amy Dixon.
- 6 **Setting granite markers from the LLA.** David was able to find the markers with Diane. Diane would like ideas on the types markers to use. They will work on determining the lines this summer.
- 7 **Discussion on moving on the expansion of the parking lot into the LLA, impact of next year's budget or a warrant article.** Diane suggests discussing this at the next meeting with all of the Trustees.
- 8 **Fixing the Air Conditioning system of the Library, getting heat into the director's office, condensation issue under front entrance in lower level.** This has been tabled until the next meeting. Diane will reach out to Rick to see if something can get started on this.
- 9 **"To Do" list review –**
 - Andra figured out the \$5 discrepancy.
 - Valli – landscaping funds vote, completed.
 - Library of Congress, completed.
 - Update website with Andra's name, work in progress.
 - Replace the tree, it is too early to decide.
 - David contact Roger Swain– he would like to remove a 3' wide line along the property line and plant a living fence. Roger has accepted being part of the planning. All trustees were in favor of this but do not want to see the lawn removed until it is time for planting.

- Diane will talk with Rick and the DPW to inquire about their assistance in starting to make a parking area. The light pole will also need to be pushed back to the property line as well. Diane would like to at least clear the area that the parking lot would be expanded to and would like for the traffic to be turned towards the library. This will be discussed at a later date.
- Diane – dormer quote.
- Mathewson's donation, completed.
- Moose Grant, completed.

10 **Other business** – Diane and David talked with Rick about a few items needing repair at the library, such as the plywood separating from the gables, cement damage and so on.

Diane received an email from Mason Parker regarding the CIP. Diane is unsure where the amount for this comes from. Bruce believes this was money the library had decided to put away for the climate control system in the library. Bruce will get new numbers and the trustees will get back to Mason soon.

Diane will create an official letter for the bank to confirm Andra Hall's elected position, confirming her authorization to access the bank accounts. She will also add that Kathy is no longer a Trustee or authorized user on said accounts.

Library Conference, is currently a series of webinars and you will have 6 months to access them.

Diane met with Aaron Patt last week to discuss the proposed personnel policy with some recommendations from town counsel. They will list all the items from the library benefits section which will state to "refer to the town's policies". Hopefully this can get done within the next month or so. Diane will solidify this once she hears.

A contractor will be coming in to give a quote for replacing the carpet upstairs and they would be moving the desk as well.

8:35 pm Bruce motioned to adjourn, seconded by Diane. All were in favor; motion passed.