

# Stephenson Memorial Library Trustees Meeting

Meeting Minutes 10/14/2020

Recorded by Michelle Hall

**Start: Conducted in person in the Wensberg Room**

**Role Call:** Attending in person: Diane Boilard, Kathy Seigars, Mary Ann Grant, Valli Hannings, David Bridgewater, Bruce Dodge, Jean Rube-Rainier.

Guests: Bill Harper, Alyssum Proctor Russell

Diane called the meeting to order at 6:48 pm.

1. **September's Monthly meeting minutes as amended:** Kathy made a motion to accept the previous meeting minutes as amended, seconded by Bruce, all were in favor; motion passed. Kathy motioned to accept the amended meeting minutes from September 16, 2020, seconded by Bruce, all were in favor; motion passed.
2. **Treasurer's Report:** Mary Ann explained that the checking account balance is \$6108.18 with \$3000 of Merrill Fund encumbered moneys for LLA purchase. She will give an updated list of the account at the next meeting. The Friends of the Library Merrill Fund balance is \$11,443.57. Mary Ann explained that some of the town budget line items are under budget, due to the pandemic situation and that there is still plenty of money left to purchase more books. Diane mentioned, and Valli confirmed, that the Friends would like to help purchase books with the Merrill Fund. Diane made a motion to accept the treasurer's report, seconded by Kathy, all were in favor; motion passed.  
Mary Ann went on to explain her interest to continue being the treasurer and possibly run for a Trustee position in the future. Diane motioned that the trustees continue having Mary Ann be the treasurer, seconded by Kathy, all were in favor; motion passed.
3. **Director's report and...** the trustees read a copy of this on their own.
  - **Computer purchases** – The computers have been ordered. The budget for these line items is \$8030, the library has currently used just over \$2000. David explained that the work IT (Steve) is proposing is just over \$6000. However, David explained that IT (Steve) had said there is no need for a circulation computer at this time. David would like to ask the Friends to cover the cost of one replacement computer at \$1340. Valli will ask the Friends at their meeting tomorrow evening and will let the trustees know their decision by email. If they cannot then the trustees will not purchase that one computer. Diane motioned to purchase one computer, if the Friends will not purchase the 2<sup>nd</sup> one. Seconded by Kathy, all were in favor; motion passed.
  - **IT (Steve) on installing one of our old computers at the Commons** – this is not necessary at this time.
  - **Cleaning instructions for the foyer** – David did relay this to Rick but has not heard back yet.
  - **Reopening of the Library (how did it go?)** – it started out very slow but has gone very well. There are still families doing curb side pickup, as well as, calling in their orders and

coming inside to pick up, then heading out. There have been a few new patrons signing up. The library will continue to keep windows open and using fans until it is too cold to do so.

- **New Hire(s)** – David is in the process of bringing in three people in as on-call employees. Lori will continue working 10 hours a week, with her normal remaining hours being split between the new employees. Lorie is working from home currently while taking on new responsibilities, taking a large burden from David.
- **Upcoming Library Events** – There will not be any events indoors until next year. People in town are coming up with trunk-or-treat this year instead of the traditional trick-or-treating. There has been talk about some community members setting up something at Oak Park and the Fire Station.
- **1<sup>st</sup> review of the 2021 proposed budget** – Diane went over her calculations of the remaining budget from this year being somewhere around \$21,000.00. The trustees went over the budget for the upcoming year. They agreed to keep most line items the same but agreed to increase specific line items, such as, Utilities, Heating, Phone, General supplies, Computer Support/Technology, Downloadable Books, Marketing, and Part Time Wages.
- **COVID\_19.... New air purifiers.** Diane pointed out the new unit in the Wensberg room, installed by Rick McQuade.  
Diane made a motion to accept the director's report, all were in favor; motion passed.

Kathy...Wrote a thank you note for our latest donation of \$100 in memory of Merle Miner and to find out if it is to be dedicated or to use it in general. Kathy will start creating the book with donation/donor information.

Guest Alyssum Proctor Russell on the Merrill bequest. Mary Ann requested the Friends of the Library forward a monthly statement of the Merrill Fund Income Balance. Alyssum explained that the Friends have completed much research and have found that when the fund was set up, the Friends were the primary beneficiary of the fund. She stated that this has been very confusing for everyone. Alyssum went on to explain that how the fund is stated, any funds not used for books and publications should go into a separate Building Fund maintained by the trustees. There is approximately \$4000 left over from last year which will be going to the trustees in the form of a check. Friends will not be handling any bill payments and instead it will be up to the trustees as they will receive the funds at the end of each year. Mary Ann explained that Friends will purchase books through Toadstool and publications. Mary Ann questioned some information within emails with the Friends and stated that there is some conflicted information. Alyssum explained that the Merrill Fund and the Friends were created before her time and felt that this is how things should be now and the Friends would like to end the conflict this has caused. The Friends will buy books in collaboration with the Director for the library and the remaining balance will go to the trustees for a Building Fund. Mary Ann will open a new account dedicated to Merrill Fund Income as a Building Fund. Alyssum will make sure that a check gets out to the trustees as soon as possible. Alyssum handed out a letter from the Friends to the trustees to explain what the new plan is in regards to the Merrill Fund. There is no longer a need for Kathy to be given access to the Merrill Fund account with the new deal.

**Guest Bill Harper on the removal of the tree.** Mary Ann introduced Bill to the trustees. Bill explained that he is interested in a log from the tree but is not a tree guy and not interested in cutting the tree, just taking some wood. David B. went over the names of two companies who had produced a quote to remove the tree. Bill recommended asking Andy Robblee, Broadoak and Dustin Wilcocks for quotes to remove the tree. A discussion followed in regards to the condition of the tree. Diane explained to Bill that they will give him a call when the tree is ready to be cut down. David will contact the three recommendations from Bill to get a quote on its removal.

Bill had explained that he was upset about a news article about the issues with the attic in the library. He went on to explain that the insulation had been removed and will need to be replaced and put back in the places it was removed. A discussion followed. Bill was kind enough to take a look at the heating and ac units downstairs while explaining what some repairs would need to happen to fix the attic issues. More-Tite did the insulation in the attic, and they would be the best company to contact for repairs. Bill explained that many companies and most customers have switched to propane boilers which are 97% efficient. He recommends maybe looking into switching to this type and having an in-ground propane tank. He would also recommend getting rid of the electric water tank, using the same unit for hot water. Bill would be happy to get the trustees pricing on these items with installation as they may need to do this within the next 7-10 years.

Diane asked Bill's opinion on electric doors for the library entrance. Bill explained that they would not be able to use the same doors, should they upgrade to electric opening doors. Bruce asked for Bill to produce some numbers for the trustees for a boiler, fixing the outside ac unit and making ac and heat for the entire building. Whatever they do replace the boiler with, they will need to ensure that it is ventilated as this is recommended due to COVID-19. The trustees thanked Bill for his time and advice.

The trustees will need to schedule another meeting to finish going over this agenda. 10/22/20 at 6:30pm.

Diane motioned to close the meeting 9:15 pm, seconded by Kathy, all were in favor; motion passed. Respectfully submitted by Michelle Hall.