

Stephenson Memorial Library Trustee
Meeting Minutes 8/10/21
Recorded by Michelle Hall

Start: Conducted in person in the Wensberg Room.

Attendees: Diane Boilard, Mary Ann Grant, David Bridgewater, Bruce Dodge, Valli Hannings, Andra Hall

Absent Members: Jean Rube-Rainier

Diane called meeting to order at 6:40 pm.

- 1) **Approval of the last two meeting minutes.** Diane motioned to approve 6/20/2021 meeting minutes, seconded by Bruce. All were in favor; motion passed. Diane motioned to approve 6/22/2021 meeting minutes with additional edits, seconded by Bruce. All were in favor; motion passed. David will send approved meeting minutes to Mary Ann each month.
- 2) **Treasure's Report** – Mary Ann explained the trustee's checking account is at \$1699.63 as of 7/31/2021 after \$22.00 for copies, \$7.50 for misc. and a check from the trust fund interest in the amount of \$250.00. The SML Project Fund account is at \$26,952.70 after the \$250 donation from the Wensberg Estate. The trustees had a discussion in regard to copy revenue lowering over recent years and alternative printer options for the public. The trustees agree to leave the copy charge at the current rate of \$0.25 for the time being.

Mary Ann explained that her and Andra's meeting with Catherine Shaw was very useful and they will use her advice. Andra will set up an electronic spread sheet as back-up to the ledger.

There was a discussion to the fees currently accrued in each account and what line item of which account this should come from. They will take it from the Merrill Fund and any interest gained would go back to this account also. They will also need to find out why the accounts are not gaining interest. Andra and Bruce will get together to discuss how to gain interest in the bank accounts.

Payment for the additional surveying work marking 2 points to closest Slip Rd neighbor. Mary Ann was advised to pay this with the Trustees Checking account in error. Diane asked for her to take the equal money out of the SML Project Fund account as payment should have come from this specific account under the Merrill Fund line item.

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

3) Director's report

- a) Story time restarted last Wednesday and went well. Due to the forecasted temperatures for tomorrow, this may need to be in the Wensberg room or in the shade of the front lawn.
- b) The first mah-jongg meeting started yesterday with six participants. Interest in cribbage and teatime was discussed. The group will meet again on Monday.
- c) Tomorrow we return to The Commons for our outreach program.
- d) The prototype website homepage redesign was completed, sent to David and the trustees. David can move forward with the other layers once the homepage has been approved by the trustees. Bruce and Diane approve for this to move forward.

- e) The stairwell treads are wet again. The water leaking appears to be only coming from where the new water line enters the basement. David will talk with Jim and Rick about this situation to get it fixed in a timely manner.
 - f) Door swing is not something that David will be able to do within his work week as it will detract what he was hired to do. He has asked a few companies for a quote to complete this job, with a deadline of the end of August.
 - g) There was a potential virus on one of the computers which appeared factual in nature. Steve, town IT person, was able to fix the issue the next day.
 - h) Diane had asked David if there was anyone in the library able to take over in the event he was incapacitated. David explained that the staff was able to fulfill their duties without him there if needed, however they are not trained to complete the tasks that only he is trained to do. Diane explained that the town is trying to implement a COOP (Continuity of Operations Plan). David is creating a manual containing his day-to-day responsibilities to be used for an interim director. The trustees agreed that they will need to invest someone to take David's place temporarily in the event of an emergency.
 - i) Donations/Income – The Wensberg Estate donated \$250 from their yard sale and \$500 previously from the profits of selling books to the Toadstool, of which have been deposited into the SML Project Funds account. Diane motioned to accept the monies (\$500 and \$250 from the Wensberg Estate), seconded by Andra. All were in favor; motion passed.
 - j) Library Stats – Brigid Wood is working on a system which David will accrue the statistics automatically as they are compiled. He will have it ready by the next meeting. Andra motioned to accept the Director's report, seconded by Bruce. All were in favor; motion passed.
- 4) **Posting Policy review & provisional vote** – This was discussed in the special working meeting. Diane motioned to provisionally accept the updated policy, seconded by Bruce. All were in favor; motion passed.
 - 5) **Meeting Space Policy review and provisional vote** – The trustees reviewed the updated version. Diane motioned to provisionally accept as amended, seconded by Bruce. All were in favor; motion passed.
 - 6) **Masks** – Since the library mask policy has changed to mandatory mask wearing, the trustees will follow this policy and wear their masks while in the library.
 - 7) **CIP update** – Diane explained that they had met with Mason Parker to discuss the updating of the CIP for the library. The addition of the future painting the exterior of the library was made.
 - 8) **Verifying the remaining dates for Trustee meetings for 2021.** The trustees discussed meeting August 24th, September 14th & 28th, October 12th & 26th at 6:30 pm.
 - 9) **Criteria for posting policies on-line. Which should be posted on-line, and which should not.** – The prior consensus was for only patron policies to be posted on-line. Diane will sit with David to ensure the patron policies are on-line.
 - 10) **Future vision for Library, read Sunapee Abbot Library documents from the Director.** – Tabled to the next meeting.
 - 11) **Trustee By-Laws.** – Diane explained that the trustees to create by-laws for our board. A committee will need to be created for this purpose. They could look at By-Laws from other libraries to see what they are using.

12) **Other Business –**

- Bruce spent some time on the phone with Apple to try to unlock the iPads, which was not successful. The unusable electronic devices will be disposed of.
- David explained that one of his colleagues looked through the personnel policy and found a sign-off contradiction. It was determined that employees should be given the time to read the policy and then sign and return the sheet stating they read/understand such policy. A photocopy will be made of it and returned to the employee.
- Bruce explained that the donation book is going well, he has added all of the recent donations and will be turning it into a digital book.

Bruce motioned to adjourn at 8:47 pm, seconded by Diane. All were in favor; motion passed.

Minutes respectfully submitted by Michelle Hall.