

Stephenson Memorial Library Trustees
Meeting
Meeting Minutes 5/12/2021
Recorded by Michelle Hall

Start: Conducted in person in the Wensberg Room

Attending in person: Diane Boilard, Mary Ann Grant, David Bridgewater, Bruce Dodge, Jean Rube-Rainier, Andra Hall, Valli Hannings

Diane called meeting to order at 6:48 pm.

1. **Approval of the amended 4/14/21 meeting minutes:** Bruce motioned to approve, seconded by Andra. All were in favor; motion passed.
2. **Treasure's report - Ledger and donation book, change of signature to accounts.** Mary Ann stated that the budget still looks good. The Trustees checking account balance is at \$2618.26 after the addition of \$16.05 in petty cash (copies \$15.05 and conscience \$1). The SML Project Fund of \$4000 and \$5098.63 of unspent Merrill funds from Friends and \$10,000 from the Debra Cilley Trust totaling \$19,098.63. All of Mary Ann's financial books are currently with the auditors. Mary Ann will meet with Catherine Shaw for advice on setting up the ledger for the Trustee's bank accounts. Andra was able to change the signatures, adding herself, on the accounts with the bank. The bank will send a link to David's email for online banking setup, which will eliminate the monthly service fees. Bruce will pick up the donation book from Kathy and bring to the library. Bruce motioned to accept the treasurer's report, seconded by Andra. All were in favor; motion passed.
3. **Director's report - including getting the electrician's quote for automatic doors.**
 - David explained that the state report is finished and has been submitted.
 - He has received two quotes for the replacement carpet. It was decided not to move the circulation desk as it would not make a big enough improvement with the amount of disruption.
 - David contacted the automatic door company to find out a little bit more of the electrical requirements, finding that it should be able to work on a standard circuit.
 - David received a quote of \$4500 for the website improvement, payments due annually over 3 years. The Trustees discussed using the current webhosting company to see what their fees may be.
 - Director's office key, one or more of the Trustees should have a key in case needed. Diane has one but no one else feels that they need any.
 - David received a letter in regard to Ms. Hillergas passing and family offering books to the library.

- Summer reading program, Arty Bunnum delivered 2 bicycles and 2 helmets to be gifted. David will send a thank you letter to him.
 - Dollar General Literacy Program – The SML may qualify for this with the story walk plan.
 - David did not have time to produce the statistics prior to this meeting but will make sure to do so moving forward.
4. **CIP** – Climate Management was for air conditioning and \$60,000 for energy conservation was for the attic. Diane would like to add in painting the exterior of the building, costing \$10-15,000. She will get quotes. The Trustees determined that flooring of the library and paving the expansion of the driveway should be added to the CIP also.
 5. **Discussion on moving the expansion of the parking lot into the LLA, impact of next year's budget or a warrant article.** All in favor of starting to plan for this now. The Trustees also discussed inviting patrons to take part in this, such as, patrons buying plantings and or trees. They will start planning the expansion/planting this year and implementing next year. The trustees discussed having a committee to plan this. Diane would like to advertise what they would like to do in the Spirt. They went on to discuss the need for acknowledgement to those who have donated funds and time to the library. Mowing the lawn and mulching is done by Jeremy and covered by the town. They should be talking to the select board about expanding the parking lot possibly through a warrant article.
 6. **Fixing the Air Conditioning system of the Library, getting heat into the director's office, condensation issue under front entrance in lower level, calking the cracks in front entrance** – these are all things that Diane has talked with Rick about. They may need to call an air conditioner company to service the air conditioning unit. Bruce will reach out to Bill again.
 7. **Bruce's vision paper** – This is the beginning of the dialog. The Trustees are going into unknown territory but one thing that they would like to focus on is getting the kids in to the library and started with books, as well as, getting teens in to the library. The Trustees discussed some ideas such as including games that pre-teen and teens enjoy and using the library to host new and fun events. They discussed having games like ping pong, pool, card and board games event, etc. Diane will talk with the select board and DPW road agent to see what time frame and costs they would be looking at to complete the driveway expansion project. There needs to be a plan to publicizes and plan for game nights at the library. They would like to collect items to prepare for this to possibly start in the fall. David will contact someone from the boys and girls club program at GES where the kids could walk the after-school kids to the library.
 8. **"To Do" list review**

Bruce will re-work the numbers for CIP – completed.

David will update the website – ongoing. David will work on contacting the website hosting company and get prices for them to update the SML website.

Bruce – get gift books from Kathy

Diane – get a quote for painting. Talk to select board about the parking lot.

David – send thank you note for bikes and helmets, get quotes for the electrical work.

Andra – get the library set up with online banking

Everyone – read the book The Library.

8:50 pm Diane motioned to adjourn, seconded by Bruce. All were in favor; motion passed.

Minutes respectfully submitted by Michelle Hall.