

**Stephenson Memorial Library Trustees**  
**Meeting Minutes 9/14/2021**  
**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, Jean Rube-Rainier

Diane called meeting to order at 6:34 pm.

- 1) **August 24<sup>th</sup> Meeting Minutes as Amended Vote:** Diane motioned to accept as amended, Andra seconded. All were in favor; motion passed.
- 2) **Janet Renaud/Emma Gipson Forest:** Diane welcomed Janet and Paul Renaud to the meeting to talk about the Emma Gipson Forest. Janet explained that she and Paul have been trained and are certified representatives of the Forest Society. Janet explained that the Emma Gipson Forest is privately owned by the Forest Society and their mission is to keep land open with rules for what happens to it. They explained that this forest is currently a Class III forest, meaning that there are no distinct trails created. They went on to explain the upcoming selective cutting, which should be completed in the upcoming months, but may take longer as they are working with an abutter for the removal of the cuttings. Janet and Paul explained that no one is allowed to build a trail or create access to the forest without the permission of the Forest Society. This is a long process which involves many people. The girl scouts cleaning and maintaining any trails would need to go through the forest society as well. Although nothing could get started until after the harvest is completed, the Trustees would need to talk with Janet and Paul to get the ball rolling about possibly adding signage, however the Class III forest restricts advertisement. The Trustees thanked Janet and Paul for their time.
- 3) **Treasurer's Report:** Mary Ann explained that the Trustees checking account balance is \$1894.14 after \$41.50 revenues for copies and a \$79.99 debit charge for toner. Mary Ann explained that she has not deposited the money from Friends from the Merrill Fund but will get that deposited soon, which will bring the balance up roughly an additional \$500. The SML Special Project Fund account balance is \$26,947.75. The oil tank is still at a full level and the library is still within their budget. Bruce and Mary Ann were able to meet briefly to discuss donation listings. Bruce motioned to accept the treasurer's report with the amendment to the \$250 donation, Andra seconded. All were in favor; motion passed.
- 4) **Director's Report –**
  - Upcoming Self Organized and Led Activities – Mah-Jongg, Cribbage, Knitters, Quilters and Water Colorists.
  - Upcoming Staff Organized and Led Activities – Story Hour, Lego League Explorers, Lego League Challenger and Outreach to the Commons.
  - There is a need for an additional card table for the two card games, David will ask the Friends if they would cover this charge of roughly \$40 for a table from Walmart.

- There were 3 parcels found outside of the Wensberg Room last Monday which had been wet from a rain storm but luckily not damaged. This is the second time parcels have been left outside. David is suggesting the purchase of a garden box for the front door which would eliminate this occurrence. He has found one for \$90 and believes this should come out of the library's budget.
- David has completed the Standard Weekly Schedule Cycle. He has attached a four-week schedule showing who is working and what activities they are covering for each of his colleagues. This should suffice until there are major changes in personnel or activities, however, minor tweaks can be made on the fly as the need comes.
- Office Filing Cabinet: David found that the locking file cabinet is no longer locking. He purchased and installed an exterior locking bar and recommends one for the Trustees file cabinet as well.
- The library had another attempted hack and does have a bug on the patron computer. David contacted Aaron about the attempted hack and will contact IT about the bug.
- The Peace and Community Quilt made by Greenfield's Girl Scouts Troop 51925 is now hanging in the library with a plaque. It will be moved to the Wensberg Room to its permanent home within two months.
- The "Moose Plate" plaque is now on show in the lobby, along with an explanation that "The future automatic door openers are sponsored by a "Moose Plate" grant."
- School Outreach – David has been invited to a staff meeting along with their part time librarian on October 13th. Andra suggested that David check with GES to see what ability they have to attach library info to their bi-weekly updates/newsletters.
- Boys and Girls Club Outreach – They are in email contact but no date has been set for David to visit.
- David has completed a Statistics Sheet for May, June, July and August.
- Carpet Quotes – they have been misplaced but will be found for the next meeting.

The trustees discussed the weeding out of old books and adding of new books processes and the time in which that takes.

Diane requested a preliminary budget from David by next month. Andra motioned to accept the Director's Report, Diane seconded. All were in favor; motion passed.

- 5) **What do we do if one of our staff contracts Covid-19:** The Trustees determined that they will follow current CDC guidelines at this time. Diane motioned that should an employee test positive for Covid-19, they will be paid their normal wages, as dictated by the pandemic policy, until their return. Seconded by Bruce. All were in favor; motion passed. In the event of long-term Covid cases, they will continue the pandemic policy.
- 6) **Donation Book:** Bruce has completed an up to date digital donation book, with categories. (Such as The Wensberg Fund, Friends, etc.) He explained that the book was set up this way and that is how he has continued in the digital book. Bruce is going to go through older meeting minutes to collect some additional donations to add to the donation book. He will look at reorganizing the presentation of the information.
- 7) **Future Evolution of the Library:** Bruce explained he has been researching 'strategic plans'. Massachusetts has a really nice resource for this, which breaks it down into 3 phases- What, Why and Mission Statement. He has also looked into having a facilitator for this as it is important. He recommends a questionnaire for patrons; short ones may get more returned.

Bruce is willing to have a meeting with the Friends to discuss their opinions of and for the library. Bruce suggested working with the Trustees on this over the winter.

**8) Jean's Action Items:**

**To Do...**

**Bruce-** research numbers for the CIP.... still working

Donation book...completed

Go through minutes...working on it

Gain interest...not completed

**Andra** – electronic spread sheet for ledger back up...ongoing, Mary Ann will let her know when she drops off the statements for both accounts

RSA for bingo...Aaron has not gotten back to her

Online banking... trying to figure out what SSN is associated with it, Bruce will go to bank with her

Set up by law committee...she pulled from Milford, Bruce gave a real draft and the approved bylaws from 2013

Check with GES about collaboration...completed

**Diane and David-** parking area space...on going

Repairing ramp/heat in the director's office...on going

**Diane-** send memo to Catherine about alternate signing timesheet...completed

Speak to Bruce about adding 2<sup>nd</sup> person to cc...on going

Investigate a homeland security for elevator...ongoing

Contact Gabe on trail...completed

**David-** library of congress...on going

Website...on going

Swing of door...will be ordering new door

Boys and girls club...on going

**Everyone-** decision of pool table...on going

Bruce's document...on going

Bylaws from other libraries...on going

Processing the meeting space policy...on going, passed through the municipal lawyers but recommended to go through town counsel. Diane will pass to town counsel and will schedule a meeting with the select board. Andra motioned to add in the Mission

Statement to the bylaws, Bruce seconded. All were in favor; motion passed. Diane will then send the updated policy to town counsel with the approved edits.

Mary Ann recommended sending a plant to the Peterborough Library as a courtesy for their remodel. She is willing to pick up and drop off. Andra motioned to expend up to \$50, Diane seconded. All were in favor; motion passed.

The next meeting of the Library Trustees will be on September 28, 2021.

9:05 pm Diane motioned to adjourn, Andra seconded. All were in favor; motion passed.

Minutes respectfully submitted by Michelle Hall.