

**Stephenson Memorial Library Trustees**  
**Meeting Minutes 10/12/2021**  
**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 6:39 pm.

1) **September 28<sup>th</sup> Meeting Minutes as Amended Vote:** Andra motioned to accept as amended, Diane seconded. All were in favor; motion passed.

2) **Treasurer's Report:** Mary Ann stated that the Trustees checking account is at \$2510.58 as of today, including a deposit in the amount of \$79.38 in petty cash (copies - \$16.25, conscience - \$20.18 and book replacement fees - \$42.95). \$524.50 was transferred to this account from the Merrill Fund for line survey on 9/28/2021.

The Stephenson Memorial Special Project Fund is at \$26,418.20, which includes: \$5,625.50 4375.50 – Merrill Fund; \$10,000 – Debra Cilley; \$750 - Wensberg; \$5000 – Moose Plate; \$1250 – Mathewson Companies for Landscaping; \$33 in fees and \$13.93 for check order.

Andra, on-line statement accounts access to eliminate banking fees: this has not been completed yet. Bruce and Andra have to go to the bank together, planning on 10/23 to complete this.

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

3) **Director's Report:**

- David had previously gone to the free yard sale in Wilton, picking up a 4-draw filing cabinet, various office supplies and a Dust Buster and donating \$35 to their charity appeal on the behalf of the library. He went on to the Kiwanis yard sale and picked up a table for the lunch room costing \$10.
- Three card tables and a cribbage board were donated, David has the list of donors.
- David has combined two book display units into one with a horizontal display above. It will need casters and polyurethane.
- David explained that he has become aware of some responsibilities which he has been unable to cover or organize. The trustees recommended that David delegate some of these responsibilities to his colleagues. Mary Ann suggested the Commons Outreach move to the library where community members can car pool together. They could also help to decorate for the holidays.
- The trustees discussed the statistics sheets and what could improve the accuracy of it.
- 2021 Budget Presentation – The trustees discussed keeping most line items the same for the 2021 Budget, however they would like to increase General Supplies/Stamps; Part Time Wages; Programs; and Telephone/Internet. David recommended that the Merrill Fund should be spending could be increased for the collection decreasing the budget

line item. Diane and David will come up with the revised numbers and will send to the trustees.

The Director needs to determine what project the Debra Cilley Funds will be used for, funds can only be transferred to another year if a project has already been planned. David will decide on a project for these funds and will present to the trustees at their next meeting.

Bruce motioned to accept the Director's Report, Andra seconded. All were in favor; motion passed.

- 4) **Trustees By-Laws review and provisional vote:** tabled
- 5) **Donation Book:** Bruce is working on a new one.
- 6) **Survey:** hard copies have been sent to all trustees. Bruce would like them back before the next meeting. They will be starting a strategic planning program and this info will be helpful in doing so.
- 7) **Extension of parking lot quote:** Diane has not received a quote yet.
- 8) **Diane has an appointment to meet with the select board this Thursday at 6:30 pm.** She will be discussing the need for a town counsel review of the updated/revised Meeting Space Policy. The law states that the town library must be free and she would like to talk further with the select board in regards to this.
- 9) **Location of Trustee's file cabinet:** tabled.

Bruce motioned to adjourn at 9:05 pm, Andra seconded. All were in favor; motion passed. The next trustees meeting will be October 26<sup>th</sup> at 6:30 pm.

Minutes respectfully submitted by Michelle Hall.