

Stephenson Memorial Library Trustees
Meeting Minutes 11/9/2021
Recorded by Michelle Hall

Start: Conducted in person in the Wensberg Room.

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

Absent Members: Mary Ann Grant, Jean Rube-Rainier

Diane called meeting to order at 6:39 pm.

- 1) **October 12th Meeting Minutes as Amended Vote:** This was not voted on.
- 2) **Kathy Seigars from the budget Committee:** Kathy stated that the budget committee met with the select board and Aaron Patt. They had concerns with the increase to wages. Diane explained that the library is expanding and there will be a need for more hours and additional pay. In addition, Aaron had mentioned to Diane that they should add a town counsel line item. Kathy will report this info on to the select board.
- 3) **Treasurer's Report:** Andra's library email is now working correctly. The trustees checking account is at \$2,505.58, which includes \$79.38 petty cash deposited and a \$5 service fee. The Special Project Fund account is at \$26,413.20, which includes \$48 service fees for the year; \$13.93 check fees; \$10,663.20 for the Merrill Fund; \$10,000 Debra Cilley Fund; \$750 for the Wensberg Fund; and \$5,000 for the Moose Plate. Andra has also sent digital spreadsheets for both checking accounts to the trustees. As of tonight, the Special Projects Fund account is not up and running online due to some error messages. Andra has requested for the two accounts to be linked to the same online account, as well as, to add Bruce as a user to the accounts. She went to the bank today and was able to get a contact name and number for someone to get these accounts gaining interest. Andra explained that the trustees will need to do something with town voting as the town has not adopted the RSA about the conscience and copies fees. Andra will start creating the warrant article. Andra connected with someone from the bank, due to the account holder being municipal, they can go with a municipal checking account which would get a 0.01% interest rate. They could also move both accounts to this or to a municipal money market account which would gain 0.3% interest rate. The trustees will need to discuss this further. Bruce explained that the historical society took left over money and put into an investment account which was very simple. Bruce motioned to accept the Treasurer's report, seconded by Diane. All were in favor; motion passed. Diane stated that the library has spent 69% of their budget so far.
- 4) **Director's Report:** Diane read the Director's report until David's arrival at 7:46 pm, where he finished going over his report.
 - The trustees reviewed the monthly statistics sheet.
 - Diane explained that David is going to purchase a book shelf for behind the circulations desk which will be moved over. He is waiting on two quotes for the moving of the circulation desk.
 - The library would like to start game sessions for adults, teens and younger children in the Wensberg room. The library does not have enough staff at this time to dedicate two

members for the teen and children game groups and would need to find volunteers to run the programs. The trustees would like for there to be some cleaning of the storage items and the Friends' donated books downstairs before receiving any items. They also agreed find a new home for the large conference table, it may benefit going in the downstairs of the meeting house. Someone will reach out to Doreen and Jarvis to see if they could use or would like to see the table somewhere as the library no longer needs the table. Diane would like to know what the teenagers would like to see for games at the library. David will go to Avenue A in Antrim to see what working so well there. The trustees recommend that David put something in the library newsletter explaining this idea and that they are looking for feedback but explain that they do not want the donations right away and to contact David.

- **Request from Doreen Adams for line dancing lessons:** Diane sent everyone a copy of their email exchange. Doreen would like to start weekly line dancing classes in the Wensberg room, possibly during the day or on Sundays. This proposal does fit within the meeting room policy. She would charge \$5 per person for cost of materials, and would donate the rest to the library. The trustees agreed that this would be ok so long as it does not affect the library's use of the Wensberg room. There is still an insurance policy issue with Primex, the town's insurance company. Diane is scheduled to go before the select board again on December 9th to discuss this further. She encouraged all the Trustees/alternates/Friends to attend. The trustees agree for David to move forward with the line dancing, preferably during open hours but ok during off hours, as a library sponsored activity, and all participants sign off on a waiver every 6 months. The trustees agree that a weekly program is ok.
- **Director's anticipated capital projects for 2022 using Debra Cilley Trust surplus:** The wish list for the Debra Cilley trust fund would be refinishing flooring and adding to the book shelves in the rotunda. Diane made a motion to approve David's wish list for the Debra Cilley Fund for the future, seconded by Andra. All were in favor; motion passed.
- **Warrant Article for parking lot extension:** JCL has submitted their quote for this (\$23,495). Diane would like to hire an engineer to design the parking lot expansion. Diane motioned for an engineer to be hired by the end of the year, seconded by Bruce. All were in favor; motion passed.
- **New line item for town counsel? If so, how much?:** They will add this if they need to.
- **New carpet samples:** Diane showed a carpet tile sample from Devine Flooring. Bruce suggested ordering additional carpet tiles for potential future wear, as well as, for underneath the bookshelves which will not be moved for the new carpet installation but may be moved in the future. David is waiting on a large sample and two re-quotes to reflect their choices.
- **Locating the trustees 4-draw file cabinets:** The file cabinets are downstairs with new locks and ready for use.
- The patio box has been installed and is ready for use for package deliveries in off hours.
- David received a check from Mary Ann reimbursing him the \$45 he spent on items from the yard sales.
- The book display combo now has casters.

- Sign up begins in December for the Winter Reading Program.
- The library now has a paid subscription to Zoom. This was precipitated by the need for the program with Anne Jennison on November 9th.

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

- 5) **Meeting space policy, town counsel and select board discussion:** Diane explained that Aaron had informed her of the town's insurance, Primex, not covering event at the library which are deemed as "Outside Organizations" (NPOs). The trustees will prepare a list of libraries which do not charge or require an insurance rider for events at the library. The policy which the trustees have developed is more appealing than what Primex is pushing for the trustees to enforce. The consensus is to work together and go before the select board. Diane motioned to approve the policy as amended with town counsel advice, seconded by Andra. All were in favor; motion passed.
- 6) **Parking lot extension quote:** Tabled until the next meeting.
- 7) **Vote on new budget #'s, vote on approval for Debra Cilley projects from the Director, vote on Bruce Dodge to be added to Trustee's checking accounts:** Tabled until the next meeting.
- 8) **Trustees By-laws review and provisional vote:** Tabled to the next meeting.
- 9) **Donation Book:** Bruce is still working on this.
- 10) **Library survey:** Bruce has received eight surveys back so far. Nothing is standing out except the library collection: Books about aging.
- 11) **Other Business – Oak Park Committee Truck or Treat Event:** It was a huge success for the Oak Park Committee with a lot of turn out. The Friends handed out over 100 bags of candy and books.
- 12) **Library Credit Card Policy:** Diane reworked the policy which Aaron had sent to her and forward it to the Trustees/alternates. The trustees will discuss further at the next meeting.
- 13) **Jean's Action Items...**

Bruce – rework numbers for CIP – completed

Search for minutes prior to 2013- working on

Bruce and Andra- interest on bank accounts – completed

Mary Ann will bring check registers to library- completed

Andra- complete account spreadsheet – completed

Sign up for online banking- completed

Andra and David- Contact principle of GES – completed

Diane- contact about parking area- Per the ConCom there are no water issues, this has moved to hiring an engineer design best flow for parking. Complete

Repairing the ramp, craps in the gable and heat in the director's area – completed

David- check on the dampness in the entranceway – WIP

Meet with the select board about town policy- completed

Talk with Bruce about adding 2nd person for the Credit Card- Diane realized that it was not a good idea

Investigate if homeland security invests for elevator – work in process

Contact Mike Borden about the driveway – work in progress

Sign up for library of congress – work in progress

Update website with new trustee – work in progress

Change swing of outside door – work in progress

Contact Boys and Girls Club – work in progress

Go to GES library to inquire what the school and library should do together – completed, with no result as librarian and principle were both sick that day.

Prices and colors for carpet- on going

Valli- go through stuff in the basement – on going

Everyone- Bruce's survey- fill it out

Strategic Management – on going

The Trustees closed their public hearing at 9:36 pm, completing their meeting in a non-public format. Bruce motioned to adjourn 10:25 pm, seconded by Andra. All were in favor; motion passed.

The next Trustees meeting will be on December 14th, 2021.

Minutes respectfully submitted by Michelle Hall.