

Stephenson Memorial Library
Meeting Minutes 7/14/2021
Recorded by Michelle Hall

Start: Conducted in-person in the Wensberg Room

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

Guest:

Diane called meeting to order at 6:50 pm.

- 1) The Girls Scouts, troop 51925, were present at tonight's meeting to present a Peace quilt to the library Trustees. The girls explained that the troop worked on this together at the Girls Scouts World Thinking Day, the theme this year was peace. They also explained that the quilt was created in the Wensberg room.

The Girl Scouts of America are working on getting one million trees planted by 2026, Greenfield troop 51925 has a goal of planting a Maple tree in the front of the library.

They would also like to work on the trails through the Emma Gipsom Forest; marking the trail and coordinating and maintaining the story walk. The troop will connect with John Hopkins when he cuts the trail. David Bridgewater accepted the quilt on behalf of the Library.

- 2) **Approval of amended meeting minutes** Bruce motioned to accept minutes as amended. Diane seconded, Andra abstained. Motion passed.

- 3) The SML Project Fund account current balance is ~~at~~ \$21,707.70 as of 7/14/21, after \$500 from Wensberg was deposited on 6/30/21, as well as the Debra Cilley \$10,000 donation and \$4000 from the Merrill Fund.

Mary Ann will be meeting with Catherine Shaw 7/23/21 at 3 pm to discuss checking account ledger best practices. The Moose Plate Grant of \$5,000 has been received and will be deposited into the SML Project Fund checking account.

The library's budget is currently at 33%. The oil tank is currently full. Diane motioned to accept the treasurers report. Andra seconded. All were in favor; motion passed.

4) Director's Report

- No summer reading program due to time pressure/ time management issues.
- 1000 Books Before Kindergarten has been launched and advertised around town and through social media.
- A quorum of 4 children is required to be able to run the Lego League this summer which could not be scheduled. David has registered for the fall Lego League Explore which gives time to get one or more teams together. Teams are 4 kids with 1 adult.
- Brigid Wood has been added to the staff as an "on call" person, as well as the lead for the Lego League with assistance from Cheri.
- Story Walk – David now has enough signs to make the story walk, to be placed on the lot line.
- The Friends book sale on June 26th raised \$126, thanks to Ginni Plourde and Mary Ann Beard.
- The ARPA grant was used to cover most of this year's cost of redesigning the website ~~has~~ arrived and was sent on to the Civic+. David is working with one of their techs.

- Cleaning - The cleaners had not come to clean the library for 2 weeks. The company informed David of the cleaner leaving the company without notice. Following his email to McGurty on July 6th, two of their employees visited to review the situation and the library was cleaned that night.
- The trash/storage room in the basement now has a line of open cabinets, a counter top and shelves above. This is to store future book sale books.
- Covid Screen creation at the circulation desk - David spent 62 hours, \$261 in materials and drove 52 miles to create this.
- Facebook –Lori did a wonderful job posting relevant material over the past year, and now has asked Liz to take this over.
- The trustees discussed the current wages for a student aide at the SML and the Milford Library. The consensus of the trustees is to discuss this annually as well as when they begin discussing wages during the budget discussions.
- David went over the circulation statistics.

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

- 5) **David's Moose Plate Grant** David will be contacting an electrician about the entry door. The main entry door opening will be reversed.
- 6) **Moose Plate Grant has been approved and check received.**
- 7) **New Personnel Policy & Library Meeting room Policy:** Bruce motioned to table. Seconded by Diane. All were in favor; motion passed. Diane would like to have a 2nd meeting this month. The trustees will meet 7/20/21 at 6:30 pm.
- 8) **Bruce's Vision Paper** – Bruce explained that he likes the idea of the 'Library of Things' and, meaning more than books and even more than a lot of things. He is trying to create a vision, a future for the library. The trustees will discuss this further in the August meeting. Diane and Bruce asked for everyone's ideas and opinions prior to the next meeting.
- 9) **Other Business** – There was a sign found in the library by a patron whom found it to be offensive. Diane spoke with town state municipal counsel and was informed that the sign was not considered political, as it was not associated with an election but since the sign was not part of a library activity/event and had not been dated or have a contact name, it would be removed. Diane suggested a review and update of our posting policy be done.
- 10) A Fema grant is available to purchase and install a generator for a town emergency shelter. Diane motioned to accept the library as a shelter for the town in the event of an emergency. Seconded by Bruce. All were in favor; motion passed. Diane will go to the select board to inform them.
- 11) **Andra's meeting schedule** – Diane motioned to change the monthly trustees meeting from the 2nd Wednesday of the month to the 2nd Tuesday of the month moving forward. Bruce seconded. All were in favor; motion passed. The trustees will additionally have a working meeting on the 4th Tuesday for the months of August and September. The 2nd meeting per month will continue further should it be needed for budget discussion.

Jean's 'Action List'

Bruce-

Rework the numbers for the CIP-still working
IPad cracking- still working

Diane-

Speak to the select board -not yet
Meet with Aaron- working on
Contact the direct neighbors, Wendy and John

David-

Look into the policy for posting posters in the library
Library of congress- still working on
Update website with Andra's name- still working on this
Call for the oil, they filled before he got around to calling them
Property lines have now been confirmed.
Evaluation of the 70 books is very hard to sort out- not completed
Change the swing of outside door, contact electrician, website

Andra-

sign up for the online banking but will need the account numbers in order to set up
Everyone-review the library poster policy, personnel policy

9:00 pm Diane motioned to adjourn, seconded by Bruce. All were in favor; motion passed.
Minutes respectfully submitted by Michelle Hall.