

July 20, 2021

## Stephenson Memorial Library Trustee Meeting

Present: David Bridgewater (director), Diane Boilard (trustee), Valli Hannings (alternate), Andra Hall (trustee), Mary Ann Grant (acting as trustee)

Call to order: 6:34 pm

### Posting Policy:

- The policy is posted online on the Stephenson Memorial Library webpage. The goal is to create a policy that is simple and supports the director in making decisions.
- We need to update the date
- We need to remove the language in the fifth paragraph under Policy and Procedure “or when space is required for more current item.”
- Andra made a motion to update the date and remove the language listed above and approve the policy with these edits. Diane seconded, all in favor, motion moved by all. The Posting Policy was accepted by the SML Library Trustees on July 20, 2021.

### Meeting Space Policy:

- We need to align with RSA 202 (specifically RSA 202-a:2 and RSA 202-a:5), the language that requires the library and the building to be free to all residents.
- Questions for the municipal counsel
  - Can we require insurance for a Greenfield based organization or group?
  - Does only the contact person for a group need to sign the liability agreement or does every individual need to sign the liability agreement?
- Questions for Greenfield Town Administrator
  - Is there a requirement to have a certificate of insurance? If so, can we get the policy?
- Change Title to include **The Wensberg Room** Meeting Space
- Where ever the policy refers to an activity, program or event, the policy should include all three instead of just one.
  - Definitions: Event is a one-time occurrence; Program is a reoccurring event and activity is a regularly scheduled group
- To note: it is the understanding that this policy does not pertain to library programming activities, programs or events.
- On #3 if the language was changed from non-library programming to non-Greenfield based organization does this meet the standards of RSA202 and does it align with the Greenfield town policies.
- On #4 change “must” to “should”
- On #5 change the reference to “library” to “meeting space” and a “The needs to be put in front of the last sentence of this paragraph.
- On #11 remove “Tables must be covered to protect surfaces

- On #12 remove “to turn down the heat to 50 degrees” and “A fine of \$25 may be charged if the heat has not been turned down”. This deletion is due to the fact that the system is protected in a locked box and set on an automated schedule.
- On #14 as “only” in front of available and delete the word “open”
- Make #16 “Any group or individual using the meeting space must read and sign this statement, releasing the library, the library staff and the Town of Greenfield from all liability.”
- Make #17 “The library reserves the right to alter this policy as deemed necessary by the Board of Trustees.”
- To do:
  - Contact other libraries in the area to see what their meeting space policies state
    - Valli-Hancock
    - Diane-Wilton
    - Andra-Bennington
    - Mary Ann-Francetown and/or Dublin
    - David-Milford and/or Peterborough

#### Personnel Policy:

- The benefits were removed from the policy as they are covered by Greenfield Town Employee Policy. This policy is referenced in the Library Personnel Policy.
- Diane is working with Aaron Pratt to get the benefits posted online.
- Diane is going to request that the Greenfield Select Board make changes that are made known to the Library Trustees.
- Andra motioned to accept the Personnel Policy with the removal of the benefits section, Diane seconded the motion; all in favor. Motion moved. The Personnel Policy was accepted by the SML Library Trustees on July 20, 2021.

#### Parking Spaces/Lot Line

- Diane and David met with Rick McQuade and Jim Morris on July 20, 2021 to talk about the parking space and the needs around the space and the materials. There are a few considerations before we can move forward:
  - We need to contact the conservation committee as there might be a water issue. It was suggested that we get an engineer involved.
  - Safety of the parking of the parking lot that include lighting, electricity and compliance with ADA regulations
  - We need cost estimates and the money for this project will be taken out of the special projects.
- Diane, David, Rick and Jim also discussed repairing the ramp, repairing the cracks in the gables (need to caulk and check for rot), heat in the director’s office.

Next meeting, we should discuss a 6:30 start time for meetings.

- Next meeting is August 10, 2021 at 6:30

Meeting adjourned at 8:35pm