

Stephenson Memorial Library Trustees

Meeting

Meeting Minutes 11/11/2020

Recorded by Michelle Hall

Start: Conducted in person in the Wensberg Room

Role Call: Attending in person: Diane Boilard, Kathy Seigars, Mary Ann Grant, Valli Hannings, David Bridgewater, Bruce Dodge, Jean Rube-Rainier

Diane called meeting to order at 6:48 pm.

1. **September's Monthly meeting minutes as amended for 10-14-2020 & 10-22-2020:** Bruce motioned to accept the minutes as amended, Kathy seconded; all were in favor. Motion passed.
2. **Treasurers Report:** Mary Ann went over the checking account balance being \$5682.01 after depositing \$57.77 in petty cash, subtracting the debit card charges of \$399.95 for extra ink for the public copier and \$3000 encumbered for the final payment for the LLA Greenfield Inn. Diane explained that town counsel is working on rewriting the deeds and when finished the \$3000 bill will be due for payment.
The Friends Merrill Fund is at \$7,443.57 after the \$4000 was taken out for the Trustees.
Mary Ann went on to explain that the oil tank is ½ full, the electricity bill is higher than usual but under budget so far. The telephone bill is high and will be at or over budget by year end.

Mary Ann explained that she was not able to open the Building Fund checking account as there were issues with the bank that will need to be resolved prior to continuing. Diane motioned to open a separate checking account named 'SML Project Income' for the Merrill Fund payments from the Friends of the Library or any other donated project funds . Seconded by Bruce; all were in favor. Motion passed.

A motion was made to open as new Trustees checking account named "SML Project Income", naming both Mary Ann Grant and Kathy Seigars signatories of this account. Vote taken by the trustees, all voted in agreement.

Diane motioned that the trustees continue having Mary Ann be the treasurer, all were in favor; motion passed.

Mary Ann will collect these meeting minutes, open the account with Kathy and when completed will deposit the \$4000.

Diane explained that she was part of the Emergency management team and at the last meeting pleased to find that there are air purifiers in all town buildings and offices for COVID-19 issues. She asked for one to be purchased at \$699 for David's office which will go under office supplies for the current years budget, making the line item over budget.

Valli explained that the Merrill Fund moneys cannot be used for programs and events.

Diane motioned to accept the treasurers report, seconded by Kathy; all were in favor. Motion passed.

3. **Director's report and** David explained that many people have commented on how ugly the large picture window is from the outside and he is proposing to move the printer and table, making a nice sitting area. All were in favor.
- **Circulation desk Computer purchases and installation** – These have been installed. David will send the bill to Catherine Shaw and the smaller bill for the one computer, The Friends had agreed to cover the cost, will be sent to The Friends as well.
 - **Was the cleaning of foyer started?** Rick has told the cleaning service to start cleaning this.
 - **Tree removal** – Rick is getting the final details from the selected contractor. Diane is going to research to see if the tree was planted in anyone's memorial. Mary Ann will talk with Gail, Kathy will talk with Carele Mayer and find the correct spelling of her name.
 - **New Hire(s)** – David went over his list of people who have applied or showed interest in working part time or working on call at the library. The Trustees had a discussion on hiring procedures.
 - **Upcoming Library events** –The Scarecrow event was not successful. The Quilt display is now being replaced with the watercolor paintings. For Christmas events, the Friends will do tree lighting outside only.
- For 2021, Lori has planned out a year of possible events.
- **2nd review of the 2021 proposed Budget** – Diane explained that she had sent the budget to Aaron but has not heard anything back. She wants to confirm that there is not anything the Trustees would like to change. The trustees will be meeting with the Select Board on November 28th to go over and get approvals for their budget. Diane will let the Trustees know the outcome of this meeting.
- Diane motioned to accept the 2021 budget submitted to the town, seconded by Kathy; all were in favor. Motion passed.
- Kathy asked when the Girls Scouts could start using the Wensberg room for their rotating Sunday meetings. David explained that they can start and will need to reserve a time and day and wear masks. Kathy will inform the leader to contact David.
- Diane motioned to accept the directors report, seconded by Kathy; all were in favor. Motion passed.
4. **Moose Fund Grant. See below in Bruce's action item.** Bruce reached out to Barbara Miller, who explained that the town is traditionally the applicant, but the grant is for the library. The library will be able to remove the towns name and insert the library's name. With this, the library may be able to use the grant for the automated door installation. Bruce will get this moving as the grant is contingent on getting the paperwork completed and submitted.
5. **Commemorating donations from Select Board meeting.** – The tree commemoration.

9:00 pm Bruce Motioned to adjourn. Seconded by Diane. all were in favor. Motion passed.

Meeting minutes respectfully submitted by Michelle Hall