

Stephenson Memorial Library Trustees
Meeting
Meeting Minutes 12/9/2020
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 6:50 pm.

1. September's Monthly meeting minutes as amended for 11/11/2020. Mary Ann explained that in order to open the 'Project Fund' account, the minutes need to reflect the authorized signers being Mary Ann Grant and Kathleen Seigars. Kathy motioned to accept the amended meeting minutes, seconded by Bruce. All were in favor; motion passed. The Trustees decided that from here on, the draft minutes will be put into a 'Library Trustees' binder which will be kept at the Library. David will replace the draft meeting minutes with the approved one, once approved. This way the town residents will be able to view prior to the approved minutes being posted to the town's website.

2. Treasurer's Report: Mary Ann explained that the only deposit has been \$5 from the sale of a duplicate book. She stated that she was unable to get a hold of Linda in regards to the Merrill Fund. David explained that the Friends has purchased \$104.60 in books from the Toad Stool, making the Merrill balance \$7344.11. Mary Ann went on to explain that the oil tank is full as if it was filled yesterday, the electricity is still good and the telephone will be over budget by the end of the year. The Trustees discussed the line item for Part-time Wages, it has been adjusted to reflect the raises which were not granted on time this year. Mary Ann continued to explain that Computer Supply/Maintenance is over budget. Diane said that the Friends had bought books but she is wondering why they do not use the town's budget to purchase books. She explained that she would like for them to buy books with the budget balance for collection expenditures.

Status of new checking account: Mary Ann explained that there was an issue with opening this account as the draft minutes from the last meeting did not state any vote with signers. Mary Ann will get this account set up and running as soon as she obtains tonight's draft minutes. Diane motioned to accept the treasurer's report, seconded by Kathy. All were in favor; motion passed.

3. Director's Report Bruce brought up that he was called by the alarm company when the power went out. He suggested the David contact the alarm company to update the call list being Rick McQuade, then David and finally Diane. David will take care of this.

David went over the process for choosing the donated books to be cataloged or sold, as well as, the process for purchasing books. David went on to explain what types of items which have been categorized and shelved over the past two months being 341 items.

- New Hire(s) – The new student assistant is working out very well. David explained that there are three additional applicants which he would like to employ, as well as, three additional interested applicants. He has offered Liz Ludeman 10 hours per week to operate the circulation desk. Diane motioned to accept Liz Ludeman, along with proposed hires Linda Dodge and Brigid Wood to the library as employees. Bruce recused himself from this vote. Seconded by Kathy. All were in favor; motion passed. David explained that there is a Central Registry which tracks child abuse and neglect. He would like to

start implementing the use of this for future employees, with their permission. The Trustees were all in favor of this addition to the hiring process.

- David explained that Conrad Dumas, from the Peterborough Farmer's Market, has requested the use of the Wensberg Room having eight people or less in the room. Conrad was looking to see if his insurance would provide a rider for this as the town requires proper insurance to rent any town spaces. Any organization can approach the Library Director to become a Library event. The Trustees discussed if you are not collecting a fee for services, such as non-profit groups can be hosted by the library. However, profiting groups and non-library groups do require an insurance rider.

- David explained that the ancestry website and the government site each cost the library \$100 per year. He is wondering if this is something which the Library should continue to offer. The Trustees were in agreement to continue these services. David will continue these publishing these services to the Library's Facebook page very soon.

- Kathy explained that she had talked with Lenny Conwell today who stated that the \$100 donation check has not been cashed, he will write a new one and the Trustees can buy any kind of books with the donation.

- David went on to ask the Trustees to recognize his colleagues during the holiday season. A discussed followed.

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

3. 1st vote on new Personnel Policy prior to town council review (provisional approval) Diane motioned to make a preliminary approval of the Personnel Policy. seconded by Bruce. All were in favor; motion passed.

4. Moose Fund Grant. See below in Bruce's action item. Bruce has emailed Amy Dickson asking what is needed to move forward but has not heard back. Sheldon Pennoyer had created the plans for this.

5. Was the removed tree a memorial donation as requested by the Select Board? Carele Mayer had informed Kathy that she does not know of the tree being a memorial donation of any kind. The trustees are still unsure of this. No one was notified when the tree was to be cut down, even though the tree company was instructed to notify the library.

Diane stated that the LLA is about all set. The papers will be signed within the next week. Diane will let Mary Ann know as soon as she finds out how Jarvis would like the funds paid.

Diane is on the Emergency Management Team and has asked for them to look into a grant for a generator for the library. The fire department is contacting FEMA about this. Mike Bordon has brought a few people to the library to check out a few things pertaining to a generator.

Mary Ann asked about the town's Annual Reports, which is organized at the end of the year. Diane asked for the trustees to let her know if there is anything they would like to add to this.

Diane and David went over the usage and patron trackers. Diane stated that they need to know what the statistics are and where they are in comparison to the previous year. The Trustees discussed what should be on this graph. They decided to continue to use what the previous director was using in and accurately keep up with it.

David explained that there were patrons last week who had complained about connectivity issues in the parking lot. He is wondering if he should look into the cost of adding an additional router for outside.

David will get that started this week and will let the Trustees know.

The Trustees discussed what type of holiday items to gift to the library employees and that the cost would come out of the Trustee account.

Bruce motioned to adjourn, seconded by Diane. All were in favor; motion passed.

Minutes respectfully submitted by Michelle Hall.