

STEPHENSON MEMORIAL LIBRARY TRUSTEE

MEETING

Minute Meetings 9/9/2020

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 the meeting in order at 6:45 PM.

1. **August's Monthly meeting minutes:** Diane made a motion to accept the previous minutes as amended, all were in favor; motion passed.
2. **Treasurer's Report:** Mary Ann explained that the oil tank is currently at $\frac{3}{4}$ of a tank. She explained that the budget is currently at: 97.5% for Fire/Security system, 72.8% (out of \$600 budget) for Office equipment, 97.9% for the Post office, which is still \$92, 71% for the telephone and we have spent \$98.10 for Programs thus far. The Eversource bill is doing ok, at \$259 for the August bill, however, some bills are under 200. The library is currently at 51.8 % of total budget for the year.
The Trustees' checking account is currently at \$6073.03 and \$3000 of that will be going to the final purchase of the LLA.
The Merrill Fund balance is at \$5078.13. Valli asked for better records to be kept for things being billed to Friends, make sure the bills state Stephenson Memorial Library Job at least. Diane will ask for an amended bill to be made and sent to Linda and Diane. Mary Ann will call Linda and ask for her to start sending monthly statements.
Bruce will make sure that the bills are made correctly to the trustees and the town for office supplies, when needed.
Mary Ann explained that the audit took place and went well, however they had some recommendations as far as paperwork goes. The auditors suggested that monthly folders be made and enclosed with the bills and receipts for each month. Mary Ann will start doing this.
Diane stated that the select board would like 5-6% held from the total budget but have not announced that yet.
The trustees accepted the treasure's report.
3. **Director's Report:** David Bridgewater explained that material costs for the installed safety screens came to \$388.13. David went on to explain that that the library is using 2 or 3 air conditioner units, on cool or fan, to help bring in fresh air. However, more window fans would be helpful. He has found some costing \$14 each from Amazon, with free shipping and they can be delivered next week. He has been leaving the bathroom fan on to help ventilate the air.
The First Annual Library Fairies visit event happened in August which went well. He has restarted outreach at the Commons, and it is going well.
David fixed the running toilet in the basement with a \$4 bottle of epoxy. David explained that Rick had sent cleaning instructions but there is not a spot for the foyer floor cleaning on the checklist.

The library had hired someone to clean the carpets last year, but the stains are not coming out. The Quilters are scheduled to resume their once a month meeting in the Wensberg room, limited to 8 people who will also need to reserve a spot.

Staff numbers are down by two people. David has created a binder to help with hiring and exiting employees.

Lori has organized the Fairy House, Pumpkin Carving, Scarecrows for October/Halloween to be outside.

It has been decided that there will not be trick or treating in the library this year.

And...

- **Computer Decisions:** The trustees approved to purchase 2 computers along with IT (Steve's) labor. Bruce motioned to approve. Diane seconded. All were in favor; motion passed.
- **Tree Removal** – David has received two quotes. One being from Todd Wilkins Tree and Landscaping- \$1500 for cutting tree, taking all wood but does not include grinding the stump. The second being from Andrew Grant- \$1000 for cutting tree, removing brush and stump grinding but not the removal of the grindings. Mary Ann explained that Bill Harper, of West Rindge Builders, has pictures from the tree, entrance and heating in 2007, which he would like to share, as well as he would like the old tree, stump and branches. Mary Ann will invite Bill to the next meeting for 7pm on October 14th. David will ask for Rick to possibly find another quote and will let them know they would like to get done this fall.
- **Reopening of the Library** – The library will be open for full hours starting September 15th, the barriers are up, the director feels safe about the reopening. There is signage which will be posted at the entrance and around the library explaining about masks, social distancing, bathrooms for hand washing, sanitizer available and that patrons need to be aware of other people having touched the books.
There is a projector, for the reading program, which David would like to take a copy of the books, project on the screen while Sherry reads the stories to the kids. David will also have craft activity on 4 separate tables for kids to do. David will need to explore the technology, may need to split into two mornings, which will solve this program.
- **IT (Steve) on Installing one of our old computers at the Commons:** No one knows what the access code is to get into the current computer there. David will ask Steve if they may be able to use one of the library's old ones.

4. **COVID-19..... Actions to ensure in-house air quality. Select Boards activities.** The select board has been meeting for the past month or so to ensure the buildings are safe for town employees and the public. One company recommended an ionizing system, one was also recommended for the library and possible portable units as well. The company talked a great deal on the fact that this building needs ventilation as there is not clean air brought into the building by way of the heating system. Diane believes that they

need to zero in on the air quality to the building as it will be safer to minimize the spread of Covid-19. The trustees agree that they need to know what we can do and how it will protect us. We need to know how much more it will cost the library and anything that will incur.

The town has received a bid for heating systems which would include ionizers that go into the duct work, heat pumps hanging out of all the windows and standalone ventilation units. The town is hoping that it would be covered under the CARES Act. There is a new expert coming in with an opinion.

5. **EMAIL from Linda Nickerson on additional late fee from the Survey Co.** There are no additional late fee charges due. The bill was paid in full.

Action Items...

Short-term goals

1. Front tree needs to be cut down.
2. McGerty cleaning procedure. Completed

Jean's Action Items: Diane would like for Jean to figure out what has accumulated and keep track of them. She will add the tree, Covid-19 systems, computers, finding the correct amount as a pool for the Merrill fund available for us, cleaning instructions needs foyer floor cleaning.

David

- Will contact the library's IT person to discuss:
 - Opinion on when computers should be replaced. Completed 7/10/20
 - Check received in memory of Merly Miner for \$100 – the trustees will respond to this with a thank you note. Kathy will call Pam to see if there is a specific place, she would like the money to be dedicated to. The trustees agree that they need to keep track of all donations for the library for the donation book.

Diane

- Will contact Aaron about Town obtaining a credit card for the Library Director. Completed, Credit Card received due to Kathy's and David's efforts.
- Diane will contact Alyssum Proctor, VP of Friends to discuss: Resolution was...
Friends invited the Trustees to a Friends meeting, elections occurred, request was made to pay the Survey costs from the Merrill income (completed), received the Merrill Income balance.
Call the NH Charitable Foundation – they are on holiday this week. Diane will call next week,

Bruce

- Will schedule a meeting time with Barbara Miller, Kathy S., Valli H., Ray C. to discuss Grant proposals. To be continued.

Bruce did have a meeting with Barbara and explained that at the time Barbara did not want to work with the library anymore. Today she was happier, she said that the town should match funds for the land but Bruce clarified that it was the library's project. Other donors told her that they have changed focus during the pandemic and are helping non-profits to help them afloat.

Barbara does have the Calderwood Charitable Foundations grant out but has not heard back. Valli received a reply from them stating that they can not extend the funds at this time. That money was put there to buy the land, which has happened, they would most likely not want to extend the funds.

The Moose Fund grant is not a matching fund, this has already been submitted but they have not responded yet as it depends on when they review their applications on whether an application is accepted or not. The LChip grant is a matching grant, did not get because the library did not have the matching funds. The Library could dedicate that to the ramp repair, if/when approved. Bruce will meet with Barbara again in January. Barbara said that the building is still beautiful which could or should attract grants. Bruce still has all the information for all the grants which Barbara found and wrote to use on a later time. Diane reminded the trustees that they did vote for \$5000 of the Merrill Fund Income to go towards grants and there needs to be a dialog to recognize that. The trustees need to know how much money is the trustee's portion right now, which could go to the grants. Valli reminded that the Friends are the sole beneficiary of the Merrill fund and have access to most of the funds. Diane would like to have the dialog so there is less confusion in later years. Friends meeting will be 9/17/20 at 7 pm in the Wensberg room.

8:15 pm Bruce motioned to adjourn. Seconded by Kathy. All in favor; meeting adjourn.

Meeting minutes respectfully submitted by Michelle Hall.