

# STEPHENSON MEMORIAL LIBRARY TRUSTEES

## MEETING MINUTES FOR 9/11/2019

Meeting Opened 6:50

**Present:** Trustees Bruce Dodge (chair), Kathy Seigars, Diane Boilard, Alternate Trustees Mary Ann Grant, and Ray Cilley

**Guests:** Jean Rube Rainier, Bill Harper

**Grant search committee** invited Bill Harper of WR Harper Builders to give an additional estimate of cost for the two (2) proposed library projects. He was given a copy of the drawing Sheldon Pennoyer created and he also looked over the larger drawing. A discussion on using blue stone vs. granite for the entrance steps was enlightening, less cost but more maintenance issues. Suggested that granite might show a continuity with the front entry. He will look at the building/grounds and call Sheldon on some of the premises used for the drawing. Once he touches base with Sheldon, he felt that he could get the estimate done a few weeks thereafter. WEB address [WLH@WRBuilders.com](mailto:WLH@WRBuilders.com)

**Meeting minutes** for August 2019 were accepted by all.

**Treasurer's Report** – Mary Ann presented the year to date for petty cash revenue totals. She included year end petty cash totals for 2018 and 2017 to help give a possible estimate for this year. Ending balance for check book as of 9/10/19 was \$2,767.88

A discussion followed concerning where we are for this year's library budget and where we need to increase for the coming proposed budget of 2020.

It was further discussed that a spread sheet to document encumbered funds and donated funds with designations should be created. This would document who gave the funds, the amount received (encumbered) and show when and how the funds were spent and showing a balance if any.

Vote taken; treasurer's report accepted by all.

**Director's Report** - No questions.

Beverly passed out a revised budget package to all for review. A discussion on Wages ensued. The 5% increase proposed for the part time employees was felt to be reasonable for the coming year.

After review of the utilities portion of the budget, it was felt that the electricity line item should be increased. Also, the need to increase the line item for the PO box to the anticipated increase.

It was reiterated that the revenues from the copy revenue should be used directly back for the expenses associated with the copier and not to use the budget line item for General Supplies.

**Other** -

A reaffirmation vote to appoint Jean Rube Rainier as an Alternate Trustee was taken and approved. Welcome! Jean presented an idea for a new program that Beverly will be looking into.

Ray Cilley presented an ariel view of the Library grounds showing its lot lines and a proposed additional 0.6 acres outlined from the Greenfield Inn Property. Ray had this surveyed after speaking with the Inn's owners on the possibility of an offer. We will need to find out what a reasonable offer should be. A request for a BOS meeting appointment for this issue will be made.

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**TO DO LIST** - Many items are in process, some completed and some soon to be completed and some more long-term open items.

Kathy brought a quote for bricks at a buy of 450 bricks resulting in a cost per brick of \$1.25 each. Next we'll need an up-to-date cost for engraving them.

The Treadwell issues are completed with only the possible final bill to come.

The discussion on the Merrill Fund was fruitful. It revolved around the nomenclature used. **The Friends of the Library** receives a designated percentage of funds from the "Merrill Fund" (note Neal's letter on the Court's findings) yearly on the behalf of the Library Trustees. We, the Trustees, do not manage the Merrill Fund. The library Trustees then apportion a sum yearly for books etc. The remaining unused funds accumulate with the Friends of the Library's assistance until the Trustees decide on further library needs. Mary Ann gives a running tally when it is used and shows the new balance. So, this is why the Merrill Fund monies do not appear on the MS-9 Report of the Trust Funds presented in the yearly Town Report. We may want to create a new name for these monies to show more transparency. This also may be another good addition to the new "Encumbered/designated Funds" spread sheet.

Meeting closed at 9:15

Minutes scribed by Diane Boilard, Trustee Secretary