

# Stephenson Memorial Library Trustees

Meeting Minutes 1/13/2020

Recorded by Michelle Hall

**Start: Conducted in person in the Wensberg Room**

**Role Call:** Attending in person: Diane Boilard, Mary Ann Grant, David Bridgewater, Bruce Dodge, Jean Rube-Rainier.

**Absent:** Valli Hannings, Kathy Seigars

Diane called meeting to order at 6:48 pm and assigned Jean to be the stand in trustee for the in-person meeting and Mary Ann to be the stand in trustee for the zoom meeting.

1. **September's Monthly meeting minutes as amended for 12.9.2020.** Diane motioned to accept the minutes as amended. Seconded by Bruce. All were in favor; motion passed.
2. **Accepting unanticipated money from Merrill Fund, Moose Plate Grant, and Debra Cilley Trust:**
3. **Treasurer's Report:** As of today, the Trustees checking account is at \$2,472.76 with the 2020-year revenue deposits totaling \$47.75 (\$1.00 from donations, \$2.00 from coffee, \$4.00 from conscience, \$29.75 from copies and \$5.00 from book replacement).

There was a \$3000 check written to Jarvis Adams V for the completion of the purchase of the Lot Line Adjustment (LLA).

Linda Nickerson, from Friends of the Library, had informed Mary Ann that there is a \$2800 amount encumbered to be used by the trustees for the landscaping project from Mathewson Co. in the Friends account.

Mary Ann explained that Ken Paulsen had donated almost \$2000 during three book sales.

She also states that the Friends have use \$1000 out of the Merrill Fund for Hoopla.

Mary Ann went on to explain that the "SML Project Income Fund" checking account has been opened with the \$4000 check deposited from the Merrill Fund.

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

4. **Director's Report:** David went over the past weekend's event Marie Colby presented her "Wings of the Dawn" at the Oak Park Pavilion at which 28 people attended. At the end Marie gave the library a signed copy of Mark Wilson's book Owling.

David installed frosting on the lobby windows, which concealed most of the clutter ~~coming in~~ from being viewed outside of the entry space. Shelves for office supplies have also been installed.

Bookshelves in the Wensberg room were expanded, labeled by the library employees and are ready for the Friends to sort and stock.

David will be reaching out to one of his colleagues for training in the maintenance of the website.

No upcoming programs planned at this time.

The trustees discussed the library statistics rising, even during the Covid-19 pandemic, and since David has taken over as library director.

David expressed the library staff's appreciation to the trustees for the holiday packages given to them.

David suggested that each of the employees, work on a goal to reach for on their review. Diane motioned to accept the director's report, seconded by Bruce. All were in favor; motion passed.

5. **Status on the LLA for the library:** The process has been completed and the final payment has been submitted to Jarvis Adams V. The trustees had a discussion on possible uses for the expanded property, such as small gardens; picnic tables on a gravel area; more safe parking; additional programs such as nature walks, etc.
6. **Moose Grant Fund status:** Bruce had several emails back and forth with Amy, he sent the plans from Sheldon Pennoyer, but he has not heard anything back from her. Bruce will reach out next week.
7. **Discussion on the Debra Cilley Trust schedule for 8 pm via Zoom meeting:** Diane opened the Zoom meeting at 8:10 pm and went over the rules and reasons for this type of meeting. Roll call: Diane, Mary Ann, Bruce, Jean.  
Diane went on to read part of the trust which pertains to the library. stating that the trust shall distribute \$5,000 upon the Debra Cilley's death and \$5,000 annually on date of her birthday until the funds have been consumed or the last living relative passes.  
Said funds are to be used for indoor and outdoor permanent, or semi-permanent upgrades and for furnishings but may not be used for collection, books, general supplies, and programing. All upgrades should show the donor's name clearly. Funds may only be carried over from one year to the next as long as it is for an on-going project. Said projects to be submitted by the director to the library trustees for approval. The board of trustees' approval must follow the Trust guidelines. Upon the death of the last inheritors of the trust, funds shall be distributed outright to the SML for ~~to~~ its restricted use per the Trust.  
Diane asked the trustees if they wish to accept the Debra Cilley trust. Bruce stated that he thinks this it is a good gift, and they should accept it. He believes that it is an honor from a wonderful family and wonderful lady. Mary Ann stated that it is a wonderful and generous gift for the library to inherit and be able to improve. Jean explained that it is a wonderful donation ~~thing~~ from a wonderful family. David stated it is a wonderful opportunity to help the town with more flexibility to do things and thanked the Cilley family.  
Diane asked for a vote to accept the Debra Cilley trust, all were in favor; motion passed. Diane motioned to close the meeting, seconded by Bruce. All were in favor; motion passed.

**Jean's Action items list:**

**Kathy/Mary Ann...Creation of a Donation Book... 9/24/20 To be started Jan. 2021,** Add the \$2800 donation for landscaping projects from Mathewson Co. to the donation book. They will also add all donations as far back as they can remember and confirmed ~~and~~ including the restrictions for their use.

**Create a Merrill Fund Trustees checking account... 10/14/20.**

**Create a checking account for the "Library Projects Fund" (use \$600 from Ken Paulsen??).**

**Check out company/contractors on automatic door for main entrance... 11/11/20.**

**Check on the balance of the Merrill Fund with Friends. 1/13/21, Mary Ann will call Valli to check on this.**

**Mary Ann... Start monthly file folders for bills and receipts for each month (suggested by the auditors). Treasurer's reports to be placed in the Trustees file cabinet.**

**Bruce... Cost estimate from Bill Harper for attic and air conditioner issues... 10/14/20**

**Submit paperwork for Moose Plate Grant... 10/14/20.**

**Complete Moose Grant using SML as beneficiary... 11/11/20.**

**Diane... get quotes from contractors for automatic entrance doors. 1/13/21**

Diane motioned to close the meeting at 8:27 p m., seconded by Bruce. All were in favor; motion passed.  
Respectfully submitted by Michelle Hall.