

Stephenson Memorial Library Trustees Meeting
Meeting Minutes
2/10/2021
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

Absent Member: Bruce Dodge, Jean Rube-Rainier

Guest: Rick McQuade

Diane called meeting to order at 6:48 pm. Diane asked for Valli to act as a full member for tonight's meeting.

1. **Acceptance vote of last meeting minutes:** Diane motioned to accept the 1-14-21 minutes as amended. Seconded by Kathy. All were in favor; motion passed.
2. **Acceptance vote of Moose Plate Grant:** Diane motioned to accept the Moose Plate Grant. Seconded by Valli. All were in favor; motion passed.
3. **Acceptance vote of the updated 2021 Budget:** Diane motioned to accept the updated 2021 Budget. Seconded by Kathy. All were in favor; motion passed.
4. **Acceptance vote of the \$4000 transfer from the Friends of the Library Merrill Fund Income:** Diane motioned to accept the remaining 2019 Merrill Funds from the Friends and for it to be deposited into the SML Project Funds Account. Seconded by Kathy. All were in favor; motion passed.
5. **Treasurer's report:** Mary Ann stated that the SML Trustee checking account is at \$2590.26 as of 1/30/2021; which includes the \$100 donation from the Cornwell family, in Memory of M. Miner and petty cash of \$20.50, for copies.
Report from Linda Nickerson from Friends – the Merrill Fund is at \$5920.43 as of 2/10/21, \$420.66 was spent for Center Point Large Print Books. The \$1000 for Hoopla has been spent from the Merrill Fund by Friends.
The SML Project Income account is at \$3983.07 as of 1/30/21; after the following charges - \$13.93 for checks ordered and the \$3.00 monthly service charge. Mary Ann will separate Merrill Fund money and Debra Cilley money in the breakdown sheet by using a ledger.
Valli asked, for Linda, why the Trustees want to know what the Merrill Fund is at monthly? Diane explained that it is a curtesy, and the Trustees would like to know where the money is going and that the Friends account is separate from the Merrill Fund Account. It is easier for the Trustees to know who to thank and this is how it has always been.
The Trustees discussed how the Merrill Fund money can be spent once the Trustees acquire the funds.
The Trustees were all in favor of the Friends giving them back the landscaping funds and deposit it into the SML Project Income account, Valli and Kathy will work on determining the exact amount.

Diane motioned to accept the treasurer's report. Seconded by Kathy. All were in favor; motion passed.

6. **Director's report:** David explained that the lobby book sale display is set up with shelves from the basement, proceeds will go to the Friends.
 - Hoopla, which the Friends are financing with the Merrill Fund, is up and running with some login issues.
 - There are two filing cabinets in the library for use by the Trustees and Friends with different keys.
 - Linda Dodge started February 2nd, with basic training to be able to fulfill duties at the front desk.
 - The performance appraisals have been completed.Diane motioned to accept the director's report. Seconded by Kathy. All were in favor; motion passed.
7. **Status of Moose Plate Grant:** This will be moved to a special working session meeting. Bruce will come up with a date for this. Diane will try to figure out what works for all the Trustees.
8. **Vote on who is to be authorized to enter contract with State of NH for the Moose Plate Grant:** Diane motioned for Bruce and herself to be authorized contacts for this. Seconded by Valli. All were in favor; motion passed.
9. **Discussion on the automatic doors and its construction requirements.** Diane obtained two bids for the automatic swing doors and sent to the Trustees. She also obtained a quote for an automatic door to the Wensberg Room and would like to get a quote for a dormer to be installed above this door as well.
10. **Date of Director's next performance review:** This was due this month, but no one has drawn up a report. Diane would like to push this out to a one-year review in April. All were in favor; motion passed.
11. **"To Do" review:**
 - Add Mathewson Donation to the book – Mary Ann will call Ray Cilley tomorrow to find out the actual amount.
 - Hoopla came out of the Merrill Fund – completed
 - Start monthly folders for bills – Mary Ann is working on.
 - Kathy – re-issue of the donation check - completed.
 - Moose Fund Grant – not done.
 - Kathy and Diane: automatic doors - completed.
 - David: call the alarm company to update the call list - completed.
 - Why is the Commons computer not acceptable – completed.

Mary Ann and Kathy explained that they have started the Donation Book, but they would like to have a section reserved for the Merrill Fund and Friends donations.

Other:

Rick McQuade came to discuss the oil tank running out of oil at the library. Rick explained that the oil tank was just under a ¼ tank Monday. He called Allen & Mathewson asking for a delivery. They said they would make a delivery by Wednesday, but that did not happen. He called again and was then

assured that they would fill by Friday. Rick checked on the oil Saturday and found it empty. He called again saying it was an emergency as there was no oil and no heat. They said that they would deliver that day. Rick stayed until the delivery came 3 hours later.

The library is set up on autofill but unfortunately, Allen & Mathewson has not been honoring that currently. Rick and David will now keep an eye on the oil levels.

Rick would like to know how many gallons the library uses annually so that he can check prices with other providers. He would like to see an annual account for the town and have it yearly or bi-yearly as this may provide better rates. David announced that he has added checking the oil tank levels to the opening and closing sheets. Rick heard that Allen & Mathewson has been bought out by another company.

Diane noted that the Library was billed for 288 gallon plus another bill for 12.5 gallon of oil on the same day for the emergency delivery. Rick will contact Allen & Mathewson to ask why there is a charge for 288 gals and 12.5 gals on the same day, as the tank can only hold 275 gallons.

David discussed possible future seed/gardening events.

The Trustees will be losing Kathy as a Trustee soon but there are at least two people who have signed up to run for the open seat.

Valli will let Jean know what has been changed to the action items.

Diane motioned to adjourn. Seconded by Kathy. All were in favor; motion passed. Meeting adjourned at 8:20 pm

Meeting minutes respectfully submitted by Michelle Hall.