

Stephenson Memorial Library

Board of Trustees Meeting Minutes 3/10/21

In attendance: Diane Boilard, Bruce Dodge, Andra Hall, David Bridgewater, Mary Ann Grant, Jean Rube Rainier, Valli Hannings

Meeting Called to order at 6:55

As Andra had not been sworn into office prior to the meeting, Mary Ann Grant was appointed as voting member of the board for this meeting.

- 1) First order of business was to welcome Andra Hall to the Board of Trustees, Andra won the election for the open spot on the board, following the end of Kathy Seigars' term. Andra introduced herself and gave us her background. It was recommended that she sign up for the NHLTA online Library Trustee intro class.
- 2) A motion was made to seal the nonpublic 3/4/21 meeting minutes, motion passed.  
A motion was made to accept the minutes of the 3/4/21 meeting, motion passed.  
A motion was made to accept the minutes of the 2/10/21 meeting with corrections, Motion passed.
- 3) Treasures Report: Mary Ann Grant  
Trustee checking account \$2023.26  
Trustee SML Project account \$3978.07  
Overall Library Budget is on track.  
The Debra Cilley bequest has not been received yet but will go into the SML Project account when it comes in.  
We should be receiving the unspent 2020 share of the Merrill fund in the coming week; amount is not yet determined.  
The Friends of the Library will break out the funds donated for the SML project fund which they have been holding, in the amount of \$2151, a donation from Mathewson when they fixed the foundation.  
The Donation book needs to be created and donations recorded.  
Discussion of oil usage (less oil used in 2020 (1,531.7 gal) compared to 2019 (1,742.7 gal) should we lock in price? (tabled)
- 4) Director's Report: David Bridgewater  
The newsletter is in its 3<sup>rd</sup> issue and going well.  
The ELM DVD/CD disc cleaner has been returned and the contract with vendor ended, saving the \$25 per month fee on the ELM leased cleaner. A replacement cleaner has not yet been purchased.  
Jan. saw the addition of 116 donated items for an estimated value of \$3,159.33.  
Feb. saw the addition of 161 donated items for an estimated value of \$2,900.00.  
The library has new borrowable items, 2 new Stereo-optic Microscope kits and 2 different types of take and make kits.

The question was asked if we were still in the Library of Congress Surplus Book Program? David was not sure, but would investigate.

- 5) All alternate Trustees have agreed to stay on and will have themselves sworn in asap.
- 6) Moose Plate Grant Update – The project description has been written, the Greenfield Select Board has approved SML using their state vendor status, 2 quotes have been received and the certificate of authority written.  
Diane and Bruce will meet to work on the grant and complete the certification of authority.  
The Moose Plate Grant will be used to install 3 automatic door openers for better ADA access. We are still waiting for one more quote to come in.  
The Board of Trustees motioned and voted to cover any project overages up to \$1500.00 without a further Board of Trustee Vote, all were in favor.
- 7) The LLA wooden border marker at the Forest Road location was broken/displaced by the plow this winter. That corner needs to be remarked and a better more permanent marker installed. Valli has a source for granite boundary markers.
- 8) Andra has volunteered her Girl Scout Troop to clean up the Emma Gibson Forest Trail and create a map of the trail leading from the library.
- 9) David will update our website with our upcoming meeting dates and update the roster of the Board of Trustees.
- 10) Jean reviewed the to do list.
- 11) Discussion on replacing the tree that once stood in the front of the Library, should it be a Maple or Elm? We will be looking at an American Elm that is resistant to Dutch Elm disease. Keene NH has an organization that grows these American Elms. Jean will email the link to this organization. Elm or Maple has been tabled until we have more information.

Meeting was adjourned at 8:15  
Minutes submitted by Bruce Dodge.