

**Stephenson Memorial Library**  
**Meeting Minutes 6/9/2021**  
**Recorded by Michelle Hall**

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

**Attendees:** Diane Boilard, Mary Ann Grant, David Bridgewater, Bruce Dodge, Jean Rube-Rainier

**Absent Members:** Valli Hannings, Andra Hall

Diane called meeting to order at 6:45 pm. Bruce motioned to accept Jean as Trustee for tonight's meeting, seconded by Diane. All were in favor; motion passed.

1. **Approval of amended meeting minutes.** Bruce motioned to accept minutes, seconded by Diane. All were in favor; motion passed.
2. **Vote on the revamping of the Library's web page.** Bruce motioned for the trustees to pay for half of this fee (\$750) and the other half (\$750) to go under Computer Technology within the budget, seconded by Diane. All were in favor; motion passed. The 2<sup>nd</sup> and 3<sup>rd</sup> installment for the updates will be added to next years will budget line item for the upcoming year.
3. **Treasurer's report:** Mary Ann explained that the Wensberg Estate donation has been received, however they did not specify what they would like the funds to go towards. Diane motioned to accept this donation from the Wensberg Family and deposit into the SML Projects Fund checking account, seconded by Bruce. All were in favor; motion passed.  
The Trustee's checking account balance is currently \$2489.59, after \$29.95 for copies and \$2.00 in conscience. The SML Project Fund account balance is currently \$21,212.70 after the \$5.00 service fee. David will call the oil company to get a summer rate for one fill as the tank is currently half full.  
Mary Ann explained that all other financials look good and on track. Diane motioned to accept the Treasurer's report, seconded by Bruce. All were in favor; motion passed. The trustees discussed thank you notes to donors.
4. **Director's report:**
  - The 1000 Books Before Kindergarten is ready to go, just waiting for the logo-ed book bags to arrive from the State Library which the Friends are paying for.
  - The first Lego League Explorer, which was funded by a grant, has been advertised and is scheduled to begin the week following July 4<sup>th</sup> weekend. If successful, a patron has offered to fund another kit for the coming year.
  - John Hopkins took a look at where the trustees wanted the trail to connect to the Emma Gibson forest. He stated that it would take little time for the trail group to install and suggested that the Girl Scouts maintain the trail to keep free of debris.
  - David talked with the immediate neighbors, Wendy and Don, neither they nor the trustees can confirm the lot lines. David will contact the previous survey company in regards to determining the property lines.
  - David would like to place the Story Walk along the plot line between the library and the Inn. He spoke with Jeremy Gagnon about this and he stated that it is no problem with mowing.

- Linda Dodge has inquired concerning the creation of a mah-jongg group meeting at the library. David has advertised this with some interest which he has passed back to Linda. Bruce suggested for the Friends to cover the cost of the library having their own mah-jongg set.
- Eric Wensberg, son of Peter Wensberg, invited David to his parent's home with an offer to give the library books the Director would enhance the collection. David selected 70 books which still need to be included in the library's inventory and have donated-by stickers inside. He will value them to place a dollar value adding it to the full amount of the donation from the Estate.
- David suggested he could get rid of additional books through the Toadstool Books and offered to bring Jeff from Toadstool to the Wensberg home. As a result, Eric gave the library the \$500 proceeds from the sale to the bookstore.
- The 3 window A/C's have been installed and working properly.
- David's idea of taking Thursday mornings off to use up his left over vacation time, has proven to be difficult as he has to work around additional commitments. He will try to make something work.
- The Friend's book sale was not able to start last Saturday as the Wensberg room was already committed to the Quilters.
- Summer Reading Program – David is still working on it.
- The library owns two Nooks and two Kindles, which are working fine. He also found six additional similar devices which are in the process of being charged. Once it is confirmed they work, they will find out if there is any interest from the public in borrowing them. If there is not, they could offer them for sale.
- The library also owns two iPads, however, they do not have any access codes to be able to get into them. The library has no records giving their passwords. After some research, it is apparent accessing them without the code could take some time. Bruce took one home to try to access.
- ARPA Grant-1. Through the State Library we can, and should, apply for the \$1,196 grant available. The application must be submitted by June 18<sup>th</sup> and spent by September 30<sup>th</sup>.
- ARPA Grant-2. David will be attending a meeting of the Nubanusit Library Coop on June 14<sup>th</sup>.
- ARPA Grant-3. Though it may be a little soon, David suggests a pool table, etc.
- David has been trying to better organize his office and would like to purchase a book shelf from an organization, which the town does not have an account with. The trustees will reimburse him the \$45 he will spend out of pocket for this purchase.
- David is still working on submitting a report for patrons to the library but unfortunately, the system they were using has not worked out.

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

5. **Vote on the New Personnel Policy.** Diane will schedule a meeting with Aaron to find the items which were incorrect and will edit. This can not be voted on this month due to this error.
6. **Library Meeting room policy.** Diane read RSA 202A:2 to the trustees. She went on to explain that the Wilton, Milford and Peterborough town libraries do not require an insurance rider. She recommends that town residents/organizations be sponsored by the library. The town has an

application for rental of different locations in town. There is still some confusion on this discussion however the trustees are under the consensus that people can use the Wensberg room as long as they clean up after themselves. Diane asked for everyone to look at the current policy as they will discuss further at the next meeting while making edits.

7. **Other Business.**

Diane mentioned some items which she got out of the Orientation. Such as:

- Money from donations that does not get spent in the current year needs to be report to the town and added to the library budget as a line item for the following year. It would not go to the town but instead would be reported to the town.
- You can not get rid of a trustee.
- You must have a quorum at a physical location while having other attendees on zoom.
- New trustee manuals will be available online soon, with a paper copy to be mailed.

Jean attended a discussion over Zoom which the Jaffrey Library organized titled:

More than a Pronoun: A panel discussion on Gender Identity and Expression.

This was an excellent forum to learn from others and to ask your questions. Please be on the lookout for this program at areas libraries.

Bruce motioned to adjourn at 8:15 pm, seconded by Diane. All were in favor; motion passed. Meeting minutes respectfully submitted by Michelle Hall.