**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

January 4, 2017

**Present:** Bruce Dodge, Mary Ann Grant, Julie Perrin, Jami Bascom, Neal Brown

**Meeting Opened**: 6:38 PM

**Minutes**: The Minutes of the December 12, 2016 meeting were reviewed, and a few corrections were noted. Bruce motioned to accept the minutes as amended. Jami seconded, and all were in favor.

Jami had minutes for an off-site meeting held on December 21st, which Bruce moved to accept, and Neal seconded; all were in favor.

**Non-Public Minutes:** Jami distributed the minutes for all to read of meetings held on November 30, 2016 and December 7, 2016. Bruce moved to accept both, and Neal seconded. All were in favor. The minutes were then sealed.

**Treasurer’s Report**

Julie prepaid the downloadable book service for next year, stating that there would be another $700-$800 coming out of the 2016 budget. This should still leave about $2000 left over in the budget. Most of this is from unused Part Time Wages. Julie suggested changing the line item name Heating Fuel to Heating/AC next year. Bruce moved to accept the Treasurer’s Report, and Neal seconded it. All were in favor.

**Final Julie’s Korner (Director’s Report):** Julie submittedher last report, and all were very pleased at the numbers shown. Library visits in 2015: 12,559; Library visits in 2016: 15,018. Circulation in 2015 was 13,601; circulation in 2016 was 19,340.

Unfortunately, the website will not be fully developed before she leaves, and she cautioned that the Trustees stay in contact with Aaron Patt as to its progress. This is due to issues with VTS.

Julie has coordinated upcoming events through February, and they have all been sent to the Ledger to promote. Julie will show the Trustees how to run the projector for events they may be covering. The event to end Winter Reading is scheduled to be held at the Meeting House on Friday, March 10th. This is a really big event and needs to be covered by a strong speaker if a new Director has not been hired by then. Bicycles will be awarded, and Wildlife Encounters will be there. The Trustees discussed who would cover which events in the interim.

Julie has been working with Eileen and Roger to make the transition easier. Email addresses have been set up by the job, rather than the person, so Julie’s current email will belong to the new director. The incoming email will be covered by Roger and Eileen until the new director is hired. Winter Reading will run January 30th to March 10th and the program is ready to go; Eileen is all set to launch this. Julie asked if there was anyone who would be willing to learn the 3D printer so things that were created could be printed. This person would need to know TinkerCad and Cura, and the salesperson for the printer, Dave Ciolfi, said he would come in and train someone. It would be ideal if this person could come in on Thursday afternoons during the Makers Club. **Action: Bruce will contact the people that Julie mentioned who may be able to do this. Julie will give him the contact info.**

Julie asked if anyone had any questions for her. Jami had questions regarding the upcoming events: How to do the introductions, if a biography of the presenter could be given to her, and exactly what was expected (set up, clean up, vacuum, bring evaluations upstairs). Julie also stressed that the Panic Button at the desk will be needed, as there is no cell service in the room downstairs. She stressed the importance of having participants fill out the evaluation forms. Eileen will do bigger press releases on the events as they come closer, and post them on the Facebook page. Mary Ann asked for a receipt for the Baby Changing Table. Julie will send it to her right now. Mary Ann asked if when she is prepping for the Auditors, and comes across something she needs, will Eileen be able to find a receipt for her. Julie said they are all filed and accessible.

**Budget Update / Report meeting with Aaron Patt**

It was decided to not change the Director’s line item amount until we had it set up to hire someone. Aaron P. hoped that the Trustees would be able to reduce it. Julie suggested that the job be done on an hourly basis, not salary. It was noted that Aaron P. had suggested that a line item for Overtime be added.

**Replacing Aaron S. / Staffing**

Hours have been adjusted, and that is taken care of. Eileen and Roger and the subs will cover.

**Update Status of Restitution for lost Material**

Julie said that this is a Police matter at this point. There is a file in Julie’s file cabinet regarding this matter.

**Update Director Applications**

Neal said there have been 6 applications received. Two are viable, and the applicants will be coming in to interview on January 14, 2017. A draft of interview questions was distributed by Neal for the Trustees to review. Eileen and Roger will be part of the panel of interviewers. The Library will be closed on that day. Julie was concerned about the fact that the Library will be closed, and this was the first she had heard about it. The Trustees asked Julie to do what needed to be done to close the Library and inform the public. It will be considered a Non-Public Meeting.

**Should the Trustees have an “exit” interview of Julie?**

Jami stated that she felt that this had been taken care of. Julie does not feel that she needs one.

**Review Library Report for the Town Report**

Julie suggested that when the fireplace is mentioned, it might be nice to give credit to the town for their contribution, and to Rick McQuade for the installation. Also, she felt that her last name should be included since this is a historical document.

**Other Business**

The Trustees will stop by on Saturday to say goodbye to Julie, and to Aaron as it is his last day, too.

Julie has also made use of her personal laptop downstairs, so the Trustees should look into getting one to use for presentations. Julie said it should have Power Point on it, and she felt that there was enough money in the budget already for this.

Jami moved to adjourn the meeting, and Neal seconded. All were in favor.

**The meeting adjourned at 8:45 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk

***THESE MINUTES WERE APPROVED AT THE TRUSTEE’S MEETING HELD ON FEBRUARY 8, 2017.***