

STEPHENSON MEMORIAL LIBRARY TRUSTEES

Town of Greenfield
Approved Meeting Minutes
Recorded by Janice Pack
December 6, 2017

Present: Bruce Dodge, Ray Cilley, Mary Ann Grant, Kathy Seigars, Bev Pietlicki, Neal Brown
Kathy will be a voting member tonight

Meeting Opened: 6:38 PM

Minutes: The minutes of the meeting held on November 1, 2017 were reviewed. Ray moved to accept the minutes as written, and Kathy seconded the motion. All were in favor. Motion passed.

The Treasurers Report: Mary Ann gave the Treasurers Report. She mentioned that she would like the oil tank to be topped off to use up more of the 2017 funds. Bruce pointed out that we are under budget on 6 items. The Trustees gave Bev some advice on using the rest of the money budgeted for 2017. Neal asked Bev if she had any questions on the Merrill Fund. Bev said she would do a separate report to show where these funds are going. Neal said it's good to keep it as a "Rainy Day Fund" so that it's there if it's really needed. Ray asked who made the decision that the Merrill Funds could be used for books and other supplies. Neal said the language of the original trust specified that the funds are to be used "for the benefit of the Library." Neal moved to accept the Treasurer's report and Kathy seconded the motion. All were in favor. Motion passed.

The Directors Report: Bev said that Rick has been here on a regular basis this week; he has found traces of mice and has set a couple of mousetraps. He will keep Bev apprised of that situation. Loree has suggested an electronic display for the front desk which shows rotating flyers; a digital bulletin board. Bev would like a second outdoor sign because doing the sign on a daily basis each morning is time consuming; having 2 signs would allow them to work on the sign for the next day in their spare time. It would cost about \$230. Mary Ann said that the Friends could buy that. Bruce suggested that she check Job Lot, as one had just been purchased for the Historical Society for around \$100. Bruce mentioned that if Bev ever wanted to use banners, they made some nice ones at Staples.

Programs: Gene Matras is a pen and ink artist and he will be doing an art exhibit here. Bev will be running exhibits for 2 months at a time throughout the year; he is the first one scheduled.

Staff: Bev announced that Loree Elton has given her 2-week notice, but will continue to come in on Fridays. The Trustees authorized Bev to negotiate with Loree as she appears to be a valuable employee.

Cheryl Rasmussen is on board, and Bev feels that she is doing very well. Bev also praised Roger for keeping the whole Library running smoothly. Bruce encouraged Bev to take a look at compensation for similar positions in Libraries of the same size. This needs to be done before the Budget Hearing in case changes need to be made to the salary line.

Bev has revised the Childcare Policy to an Unattended Children Policy, and asked for the Trustees' input on this. This is basically for the Maker Program. It is already policy that children under the age of 10 need to have an adult in the building when they are here. Bruce said that he did like the name change. Bruce made a motion that we accept the Unattended Children Policy. Neal seconded the motion. This will be voted on at our next meeting.

Bev thanked Ray for "repair" of the propane tank which feeds the Reading Room fireplace (see also "Landscape" below). The fireplace is now going, and is scheduled to be going 18 hours per week.

Jami's resignation from the Board, appoint new Board Member and fill Secretary's position: Bruce read Jami's written resignation due to health issues effective November 30, 2017. Bruce asked if any of our alternates would like to step up and become a regular Trustee. Neal offered to fill the Secretary's position. The Trustees voted unanimously to accept Neal as our new Secretary. Kathy agreed to accept the position of Trustee for the rest of the term. She also said that she will sign up to officially run for the vacated 3-year term beginning in March 2018. The Trustees were unanimously in favor.

Landscape: Ray met with Sheldon Pennoyer who will plan on joining us on our meeting January 3, 2018. During their walk around, they discovered that there was an issue with the gas hook up; Ray called Tim Allen who agreed to have it corrected immediately, and the tank topped off at No Charge. Ray and Sheldon also noticed a tree out of balance, and Sheldon suggested Ray call Swift ("Swifty") Corrigan to get a quote on some tree work. In addition to the tree in the front, there are some trees in the back that should be removed. Swifty's quote was \$800 for the trimming and \$3200 for the rest of the work. Mary Ann asked about the bids for grounds keeping, and Ray explained the scope of the bid specifications.

Bruce spoke to Lenny about the Memorial Rock, and he was unaware of any requirement to keep it in that spot; no rules or regulations governing its placement.

Kathy asked how the Library's outdoor Christmas tree was doing; she had donated this tree. She hoped there were enough lights on it. Neal replied that the tree was healthy and now nearly too tall to decorate from the ground. He also noted that the Friends, with the help of the Fire department, had organized the stringing of new lights.

Other Business:

Neal presented a calendar to Bev for the Library which included pictures that his "bonus" nephew, Howard Arndt, had done.

Mary Ann reminded all that the outdoor Christmas Tree lighting will be this Friday at 6:00.

Mary Ann brought up the sewer meeting that she had attended where they were considering the Library a "2-bedroom" and said there might be an increase as the sewer fees are going up 5%. The budget may need to be adjusted accordingly.

The next meeting will be January 3, 2018 at 6:30 PM.

Neal moved to adjourn the meeting, and Kathy seconded. All were in favor. Motion passed.

The meeting adjourned at 8:20 PM.

Respectfully submitted,

Janice Pack, Recording Clerk