**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

November 1, 2017

**Present:** Bev Pietlicki, Bruce Dodge, Ray Cilley, Mary Ann Grant, Neal Brown

Ray will vote in Jami’s absence tonight

**Meeting Opened**: 6:30 PM

**Minutes**: The minutes of the meeting held on October 4, 2017 were reviewed. Neal moved to accept the minutes as written, and Ray seconded the motion. All were in favor. Motion passed.

**The Treasurers Report**: Mary Ann gave the Treasurers Report. Fuel was just delivered, and the electric bill has not posted yet. The charge for the flea extermination was $495, and Rick put 50% of that charge into the maintenance budget. Bev spoke about the problem they are having with a toilet upstairs. Bruce said he’d received a check for $300 from Charter Trust Company for the Trustees. Mary Ann will doublecheck with Ken Paulsen to see if he knows more about this. Ray asked if we ever responded to receipt of checks like that, to thank them; Bruce said he didn’t recall receiving a check like that before. Bev will check the files upstairs. Bev noted that in the past, the Friends have paid for the downloadable subscription. Bruce thinks the budget looks fine. Neal moved to accept the Treasurer’s report and Ray seconded the motion. All were in favor. Motion passed.

**The Directors Report**: Bev noted that the outside of the building was in a bit of disarray when she came to work on Tuesday. Two plastic chairs were broken, and the umbrella was askew. This was probably caused by the windstorm over the weekend. She has gone through a lot of items being stored that aren’t being used, and asked for permission to dispose of them. Bruce suggested bringing things to the “Mini Mall” at the Recycling Center. Neal asked if there was any water in the basement after the storm; none was found.

Programs: They have 2 major things planned - A Storytelling event on 11/18/17 and another on 12/1/17.

Professional Development: Loree Elton attended a conference and said she enjoyed it. Those who have met Loree had great things to say about her.

New Staff: Cheryl Rasmussen is coming on board. She is from Francestown. She has a degree in Civil Engineering, and is an avid reader and an avid library user. Bruce made a motion to accept Beverly’s recommendations; Neal seconded and all were in favor. Motion passed.

Neal commended Bev for putting together a good staff, who can help pick up some of the load. Bev feels they will be in a better position to provide better library services and build relationships in the community.

Bev said that circulation is up, but the programming numbers are a little bit lower. She will be looking for the feedback forms to be filled out for review.

Mary Ann asked if there was an Employee Orientation Checklist for New Hires. Bev said that she will do the orientation herself, and that they do have a manual. She would like help doing editing to update her manual.

**Landscape**: Ray noted that G2+1 had surveyed the grounds, and will be providing us with a proposal but was unable to have it ready for tonight due to the storm and the power outages. He will get that to us asap. Sheldon Pennoyer is also interested in working with us, and will be coming out on the 14th at 8:30 a.m. to do a walk around.

Regarding the maintenance of the library grounds, Rick had sent Ray a scope of what needed to be done for the town properties, with each property detailed separately. This will go out for bid through the Town.

Ray said that the gas tank still needs to be hooked up for the fireplace; perhaps Bev should call Allen & Mathewson directly to get this done.

Bev said that Rick mentioned that the door downstairs should be replaced as heat is escaping from it.

Neal brought up signage for the Wensburg room, something that people will see when they drive in the parking lot. Bruce suggested that the “speed bump” in the parking lot be repainted.

Ray said we have $6,070 left in the Capital Reserve Fund. This may need to go toward work in the attic.

**The 2018 Budget**: The Select Board will meet with the Library Trustees to go over the budget on November 7th. Bruce would like to see everyone at the meeting.

**Other Business:**

The flea problem has been taken care of.

The next meeting will be December 6, 2017 at 6:30 PM.

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

**The meeting adjourned at 7:50 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk