

STEPHENSON MEMORIAL LIBRARY TRUSTEES

Town of Greenfield
Preliminary Meeting Minutes
Recorded by Janice Pack
January 3, 2018

Present: Ray Cilley, Mary Ann Grant, Kathy Seigars, Neal Brown, Bev Pietlicki

Ray will be a voting member tonight

Guest Presenter: Sheldon Pennoyer

Meeting Opened: 6:30 PM

Minutes: The minutes of the meeting held on December 6, 2017 were reviewed. On Line 32 "Ray" was changed to "Bruce". Ray moved to accept the minutes as amended, and Kathy seconded the motion. All were in favor. Motion passed.

The Treasurer's Report: Mary Ann gave the Treasurer's Report. She mentioned that this was the end of the year, and there were only 3 overages. The oil tank was topped off on December 21st. Ray moved to accept the Treasurer's report and Kathy seconded the motion. All were in favor. Motion passed.

Bev did a comparison of the Children's Library Assistants in the State of NH. The average hourly rate was \$17.50. The lowest pay rate in the comparison was \$8.50/hour and the highest was \$42,500/annual. Bev made a recommendation for an increase in a current employee's wage, and a suggestion for the starting wage for the new anticipated hire for the Children's Library Assistant position. She shared a wage and hour metric for the budget which showed a bottom line increase of about 11%. She said that Aaron Patt has advised her to make a few changes in some of the other line items to bring the overall increase down to 10%. Ray suggested that Bev redo her comparison to make it more of a regional comparison rather than including some of the larger cities. Bev said she had been able to find information for the Children's Library Assistant position from 47 of the NH Libraries in the State Report.

Guest Presenter Sheldon Pennoyer to present his architectural rendering of new landscape designs:

Sheldon joined the meeting to share his ideas of a landscape plan for the building. One concern is the handicap ramp. He would like to see it have a more gradual pitch, which would make it safer. He also wanted to create an outdoor seating terrace which would include views of Monadnock. He described the types of plants and bushes he would recommend and the connecting stone path. He asked if we need the path from the old front door to Main Street. Neal felt we did not, and asked if the plan would be compatible with increased parking spaces should that become available at some point. He also asked if eliminating the larger trees would cause the Library to lose a lot of shade; Sheldon said it would also eliminate excess moisture. He suggested that Sugar Maples might work well.

Sheldon said that if the Trustees wanted to move in that direction, he would do a lot more detailed drawing. Bev thought the outdoor seating terrace was a wonderful idea. All seemed to like the concept very much. They talked about placement of a sign that says Wensberg Room. Ray asked what the next step should be. He thought perhaps breaking the design into a few different packages, each with an estimated cost, would be a good way to start. Ray brought up Sheldon's compensation. Sheldon said that he was happy to provide the 3-dimensional sketches for this project. Ray said that the Friends could provide compensation but Sheldon said at this point, he was happy to do this to help get support from the private sector for the project. Sheldon will return for our next meeting on February 7th.

Ray asked if something had been sent to Mathewson to acknowledge their donation; Bev will check on that.

The Director's Report: Bev said that Rick has purchased the material for the cabinets and she is looking forward to that delivery so the project can get underway. It will create a place for supplies and things so they can be more organized.

Returning to the budget, Bev asked if anyone had any more questions on that. February 13th is the date for the presentation; we can finalize this at our next meeting February 7th. Bev noted that the salary line itself was increased by almost \$10,000 while most of the other lines stayed about the same. She spoke about doing more programming, and getting the Town more on board with attendance at the programs. She felt that the challenge of keeping regular staff was making it hard to get other things done but was happy to share that she has someone coming in for an interview next week who she feels would be a good addition to the staff. Following up with the mousetraps, Rick has been catching some mice here; we will follow up on this again next month.

Kathy motioned to accept the Director's Report as presented. Ray seconded this, and all were in favor.

Upgrading SML Employee pay scale, and 2018 budget impact: Bev said that Loree Elton did not accept Bev's offer, but will continue to come in on Fridays until February 9th. Cheryl Rasmussen is doing a great job, and Bev is very pleased with what she brings to the Library and its patrons.

Bev described the new logo for the Friends, which she feels is really nice. Mary Ann said that there are a lot more people involved with the Friends now.

Last month, Bev presented the revised Unattended Children Policy, and asked for the Trustees' input on this. Bruce had made a motion that we accept the Unattended Children Policy, and Neal had seconded the motion. This was going to be voted on tonight, but will be tabled for vote at our next meeting.

Vacation Policy Change for Town of Greenfield Employees: Mary Ann explained the policy, and the Trustees felt that this would only affect Bev, as she is the only full-time employee. This policy is consistent with Bev's current vacation benefit.

The Trustees will ask Bruce to speak to Aaron about including Bev at any department head meetings. She is willing to attend, and wasn't sure why she had been excluded from a recent Pizza Party which had been held for Town Employees.

SML Report for Greenfield Annual Report: Bev said that the Library increased their circulation this year, and she felt it was important that the Town know this. She has detailed what was spent, and where the money had come from. She will ask for Bruce's input on this.

Other Business:

The Trustees discussed snow days, and specifically, closing the Library tomorrow as the other Town offices have already been closed. Bev will put the word out on WMUR and Facebook so everyone will know.

Ray shared that he had gotten another price from Robblee Tree Service in Antrim for the pruning of the 2 trees and front, and the cutting of the trees in the back. He is trying to get a 3rd price still. Ray will speak to the abutters regarding the tree cutting. He asked if the funding for that would come out of the landscaping funds that we have set aside; it was thought that it would.

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

The meeting adjourned at 8:25 PM.

Respectfully submitted,
Janice Pack, Recording Clerk