**Stephenson Memorial Library Trustees**

Town of Greenfield

Preliminary Meeting Minutes

Recorded by Janice Pack

April 4, 2018

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

**Meeting Opened**: 6:38 PM

**Minutes**: The minutes of the meeting held on March 14, 2018 were reviewed. **Neal motioned to accept the minutes as written, and Kathy seconded. All were in favor; motion passed.**

**The Treasurer’s Report**: Mary Ann said that the amount of the Magic Show was $325, not $300. The checking account amount is $1,828.33. The Merrill Fund as of 3/15/18 is $19,600.16. The Friends have a little over $2,000 in their fund. The oil tank is about ¾ full; the last delivery was 3/16/18. Everything looks pretty good.

Mary Ann was surprised to find that the Library receives 28 different magazines. She said this is another good way that the Library saves the residents money, by having such a wide selection of magazines they can read for free.

**Neal moved to accept the Treasurer’s Report and Kathy seconded. All were in favor; motion passed.**

**The Director’s Report**: Bev noted that she was pleased with the tree work that had been done. She mentioned some settling upstairs in the Children’s Room that she’d like the Trustees to look at. She has pointed it out to Rick who said it would be a quick fix. She feels its more cosmetic than structural.

The shelving in the Children’s Room was brought up again. The staff doesn’t feel that its logical the way the books are arranged, so they are trying to move things around a little bit. The problem is that there are some shelves up there that are big and beautifully built, but they are not adjustable which limits the ability to use them. There is a new type of shelving for young children that would be ideal for the children’s picture books. The Trustees will look at the shelving after the meeting adjourns to see if they can be made to be adjustable.

Marilyn Fletcher has reminded Bev that the Girl Scouts have money that they would like to use for a bike rack. Bev wants to know how the bike rack should be picked out, and where it would go. It was decided that Bev will work with Rick to find a suitable bike rack.

At the Friends meeting, Bev made a proposal that they sponsor an upcoming children’s program. She has reached out to the school again and that is going well. Bev spoke about the NH Library Trustees Association 2018 Spring Conference & Annual Meeting on May 14, 2018 in Manchester. The Trustees filled out the registration form (the registration deadline is April 27th). There is a scholarship that Bev encouraged them to apply for. Kathy will download the scholarship form and apply.

Bev spoke about an astronomy program that she is excited to bring to the Library. She has also booked Hike Like a Woman which is a wellness program for adults for July; and a harmonica program that sounds like fun. Neal asked about holding a fly-tying workshop.

Bev has checked into paying the 2 staff members going to Professional Development courses mileage for attending. She will also pay them up to the hours that they were scheduled to work for attending such courses; if they were not scheduled to work, she would not pay them to attend. She will forward the answers she received from the Law Librarian regarding this to the Trustees.

**Neal motioned that we vote to accept the Director’s Report; Kathy seconded and all were in favor. Motion passed.**

**Change Trustee Meeting Date:** Beverly said she’d like to change the Meeting Date to the 2nd Wednesday of each month to enable her to have more accurate budget information. With the exceptions of June and September which will remain on the 1st Wednesday, this change will be made.

**ArborClimb Inc. Update:**

Ray said the tree work was started, and ArborClimb will be back next week to complete. He has their invoice and shared it for approval to be paid for from Capital Reserve. The Trustees were very happy with their work. **Bruce made a motion that this be paid for from the Capital Reserve funds, Neal seconded the motion and all were in favor. Motion passed.**

**Matching Town of Greenfield pay increase for Clerical Wages:**

The Trustees voted to match the Town’s increase of 1% for Clerical Wages.

**Landscaping:**

Sheldon Pennoyer has been out of the country and is not able to be here to further present his plans. When they are ready, Ray will bring them before the Trustees for review and discussion.

**Fundraising:** Bruce asked if the Trustees would like to do a Murder Mystery or Radio Show Dinner to raise some funds. Neal thought it might be nice to team up with the Friends. Kathy asked when this might be planned for; Neal thought later in the year. Ray asked if there were a particular purpose that we might want to target; perhaps after the landscaping plans were done we could target that. Bev said we could also get a speaker or performer and charge an admission fee for that to include dinner. Bruce said it would need to be a very special speaker for that to work. Bruce said in Bennington they have a sampling dinner that he and his wife enjoy, with an auction afterwards. The Trustees brainstormed these ideas a bit further.

**Other Business:**

Mary Ann wanted to know what was going on with the grounds keeping bids. Ray said the bids that came in were higher than the budget line. Kathy said that she would donate the 2 flower boxes.

Bev is purchasing a Rock Band Wii to donate to the Library. She may need to buy some accessories for it; the Trustees approved this.

**Adjournment:**

The next meeting will be held on May 9, 2018 at 6:30 PM. **Bruce moved to adjourn at 7:54 PM. Neal seconded, and all were in favor.**