

**Stephenson Memorial Library Trustees**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

March 14, 2018

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

**Meeting Opened:** 6:36 PM

**Minutes:** The minutes of the meeting held on January 31, 2018 were reviewed. Neal motioned to accept the minutes as written, and Kathy seconded. All were in favor; motion passed.

Bruce congratulated Kathy on her election to the Trustees, and Ray complimented her on getting more votes than anyone else on the ballot.

**The Treasurer's Report:** Mary Ann said that there have been 5 deliveries of heating fuel, 2 were in January, and it was just filled again. She feels that might be the last delivery needed until the warm weather.

She said that the checking account was down to \$1,770.13; she doesn't remember it being that low for a while.

Bev asked Mary Ann to doublecheck the amount of the Magic Show as she thought it was \$325, not \$300.

There will be an Irish Musician here at 2:30 on St. Patrick's Day – all hope that the Town Meeting will be over by then so everyone can enjoy that program.

Neal wondered how we can increase attendance at the Library's programs. Bev said Word of Mouth is the best way. Ray asked what sort of feedback she was getting from the programs. Bev said that the Magician was well liked and she would be happy to have him back.

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

**The Director's Report:** Bev noted that circulation was up. Neal asked if she had noticed new people in town; he'd like to welcome them. Bev said we have a new cleaning person from McGurty who has been doing a good job. She has signed the key policy. Rick has been doing a fantastic job; Bev said he hasn't had time to paint with all the snow. Bev said the Library's webpage is doing well; she does track the number of hits the posts get. She has received the first shipment of books from the Library of Congress.

She said if the Trustees are interested in sponsoring a Mary Todd Lincoln program in September that she'd like to have that set up by June. There are 2 different programs available.

Bruce said that he had been asked by a patron about holding a Yoga class here. Bev mentioned the logistics of having such a program. Julie Cyr who is on staff is a Yoga instructor and could perhaps do Yoga with the children. There was discussion on the Rec Department and their funds.

Bruce mentioned that he was doing a murder mystery dinner and perhaps something like that would be a good fundraiser for the library. Ray said that the Barbara Harris Center was interested in reaching out to the community and might be interested in providing the dinner.

Bev will share the power point presentation from Terry Knowles with the Trustees, as there was some good information in it.

Neal suggested that Kathy attend the NH Library Trustees Association 2018 Spring Conference & Annual Meeting on May 14, 2018 in Manchester. The registration deadline is April 27<sup>th</sup>. Mary Ann and Bev are also interested in going.

Bev said that Vic French has given her 2-week notice. She will go up to the High School and see if she can get some student volunteers.

Bev said that she would like to have one or more of the Trustees work with her in creating a Personnel Policy oriented for the Library. Bruce is willing to work with her on that. Bev has 2 staff members going to Professional Development courses and would like to pay them mileage for attending. She would also like to 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. The Trustees discussed liability where library employees are involved when attending workshops or events not held on Library property. Bev will ask the questions of the Law Librarian. Mary Ann will check with the Labor Board.

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

**Mathewson's Donation Acknowledged:**

Bev said it was.

**Landscaping:**

Sheldon Pennoyer has been really tied up with work 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.

ArborClimb Inc. was the low bid for the tree work, and they are scheduled to begin the work on Monday, March 19, 2018. Ray will let Rick know so cones can be set up. He has their certificate of insurance, and has sent a certified letter to the abutter, Wendy Parker. This will be paid for from Capital Reserve.

**Other Business:**

Bev said that if the budget passes at Town Meeting, she will take the first step to increase the internet speeds.

Ray commented that we have 3 exceptional Trustees on the Board and 2 really good Alternates – but he wondered if we should look for another Alternate as well. Bruce said it would be good to have 3 Alternates. Ray encouraged everyone to keep an eye out for another person who may be interested.

**Adjournment:**

**Bruce moved to adjourn at 8:08 PM. Neal seconded, and all were in favor.**