

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

May 9, 2018

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

Meeting Opened: 6:42 PM

Neal noted that we need to update the meeting dates on the website. Janice will do this.

Minutes: The minutes of the meeting held on April 4, 2018 were reviewed. **Neal motioned to accept the minutes as written, and Kathy seconded. All were in favor; motion passed.**

The Treasurer's Report: The checking account amount is \$2,024.23. The Merrill Fund as of 5/9/18 is \$18,599.08. Mary Ann noted that the Computer Technology line is up, as is Dues & Professional Expenses. The oil tank is at $\frac{1}{4}$, and the last fill was March 29th. Mary Ann was surprised that it was so low, but the Trustees noted it was a cold April. Mary Ann asked about the Office Equipment line; Bev said it was for the new sign that goes outside and the disk cleaner. Mary Ann said that The Friends were going to pay for that sign; she will speak to them.

ACTION ITEM: Bev asked if we could put it on the agenda for next month to discuss Technology.

Bev said that with the Summer Reading Program coming up, there will be extra expenses incurred. Perhaps the Friends could help with that since the sign has already been paid for. Bruce recommended that they discuss that at the next Friends meeting.

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 had called Rick as they were having problems with the toilet. She mentioned the bike rack, too, but one has not been picked out yet. Rick said that one of the AC units was broken and he will get that repaired. She is very pleased with all he's done.

The Friends have been coming in on a regular basis to sort books for their yard sale. They are also sponsoring an event called Oil, Ice and Bone.

Julie went over to the school recently and Bev has some ideas on how to make the visits with the elementary school children better. She is disappointed that the children don't come over on a weekly basis anymore.

She said that a resident, Michael Sparling, has written a children's book and will be donating some more of his books and doing a book signing again in the future.

Volunteer Policy Review:

Bev spoke about policies and procedures, such as the Volunteer Policy which she wanted to review. The dress code was mentioned (neutral attire, no flip flops, etc.) The background check which is required of

all volunteers and paid for by the Trustees was discussed. Bev noted that the Town of Greenfield does not fingerprint employees, so she does not need to complete the audit recently received. Bev did receive a background check for a volunteer, and after interpreting it with the Police Department, feels uncomfortable with that person volunteering at the library.

ACTION ITEM: Bev will email the Volunteer Policy to the Trustees for review, to be voted on at the next meeting.

Mary Ann said that Carol had a bike rack that will hold 4 or 5 bikes that might be an option.

Bev said that she wanted to make a recommendation on an applicant named Grace Senate who is 16, graduating this year, and ready to start at 8 hours a week. The Trustees accepted the recommendation.

Nick Batty Graduation: Bruce said that Nick will be heading off to college, and asked Bev what she would like to do for him. She is hoping to collect at least \$100 for him. Bruce suggested a prepaid Visa card. Kathy said she would get one at TD Bank. They will present that to him in July.

Kathy asked if we had ever done anything for Jami Bascom, and the consensus was that we had not. Ideas were discussed. **This will be put on the agenda for next month.**

Landscaping Update:

Ray could not be here tonight but he sent word that Sheldon Pennoyer would like to be on next month's agenda.

Other Business:

Neal mentioned a firewood raffle; he would pitch it to the Givers to donate a cord from the timber that had been donated to them. The Trustees thought that was a great idea.

Bruce said that there is a family on Forest Road that has wood, and no longer burns it and would like to donate it. Neal said the Givers will be happy to take it.

Mary Ann asked if we could change our start time to 6:45 PM to accommodate another meeting she has on the same night. All were in favor.

Bruce received an email from Aaron Patt regarding a luncheon meeting on 5/15/18 to discuss budgets and how to pay for the Landscaping bids that were higher than anticipated. Bev will attend. Next Monday is the Trustees annual meeting to be held in Manchester, and carpooling was discussed.

Bruce said that he was asked an odd question the other day: Was the plot on the corner going to become the Library Parking Lot? Neal said that was brought up a long time ago and resurfaced as some trees were being cut down there.

Mary Ann said that the Inn was for sale again, which all thought was sad news.

Adjournment:

The next meeting will be held on June 6, 2018 at 6:45 PM. **Neal moved to adjourn at 7:44 PM. Kathy seconded, and all were in favor.**