

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

Wednesday, July 11, 2018

Tonight's Meeting is being at the Greenfield Historical Society Museum

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

Meeting Opened: 6:47 PM

MINUTES - The preliminary minutes of the June 6, 2018 meeting were reviewed. **Bruce moved to accept the minutes as written, and Kathy seconded. All were in favor; motion passed.**

TREASURER'S REPORT - Mary Ann gave the Treasurer's Report. The checking account is slowly going up. The Friends account is also increasing, and Mary Ann told Bev that if she needed something, it is there for her. They made over \$500 from the yard sale alone. The budget looks good. Bev said that for the Security System there were 2 invoices received. She said the General Supplies line will be tough to keep in budget, she might need to ask for help with that. Programming supplies are also running a little higher than she would like. She has been printing out receipts for the office supplies and the public service supplies and another area for library supplies so that she can keep track of them separately. Office equipment is also high; Bev put the cost of the sign in that line. Programs will also run over, and Bruce reminded Bev that was what the Friends were for. Mary Ann added that the Trust Funds account check also hasn't come yet and those funds can be used for the children's programming. Mary Ann said that the money generated from the copies should be used to pay for toner, ink and things like that.

There was a discussion about the money in the Trust Funds and the Trustees Funds, and what they could be used for. Bev also noted that somewhere down the road, some of the chairs may need to be replaced. Mary Ann said if we feel there is a big project coming up, we can always bring it to the Friends. Bev said she is looking at a grant for \$750 and has been trying to look for other sources of money. Bruce asked if she was comparison shopping for her supplies or always purchasing from Amazon. Bev said she tries to compare prices when she has enough time. Bruce encouraged her to check around.

DIRECTOR'S REPORT - Beverly held a staff meeting today and redesigned the statistics sheet. Circulation is up. Bev said that Rick came over right away and replaced the lock on the book drop and it is working fine now. He also helped put the sign together. Bev just bought a multi-purpose screwdriver; Neal said she should've called him as he has many tools and would've given her one.

There is a program tonight called Hike Like a Woman running at the Library, which is why we are meeting here. The outreach went well. Bev went to the ConComm meeting and thought that went well, too. The Library is very busy with regular things (Makers, Knitters, etc.) and extra programming and Bev shared the schedule. She wants to keep people coming into the Library during the summer. The 3rd

Friday of every month will be Adult Crafts (Crafternoon). ConComm would like to hold some joint programs with the Library, and Bev is happy to work with them.

She went to the Breakfast Club this morning that Ray Cilley attends. Neal said that he'd like to see more women come in. New England Forest Products has been sold to someone in Maine, but they plan to keep it open. Mason Parker is going to open a new place on 202 over by the High School where the orthodontist was in Peterborough.

Bev would like to have business people come into the library and give presentations on a once-a-month basis, perhaps 8 times a year. She is also still working on the Repair Café planning.

Bev has a new employee named Cormac Newman who can work 8 hours a week in the summer, and 7 hours a week during the school year. **Bruce moved to accept Cormac's employment; Kathy seconded. All were in favor. Motion passed.**

Bev proposed keeping Nick on as a substitute and giving him a raise to \$9.50 effective now. They are going to have a party for him on August 9th 11:30 – 1:00 and she hopes the Trustees will come if they can. It will be Pot Luck.

A/C ISSUES - Bev hopes that if she speaks to Rick about coming in early on the hot days to turn on the A/C it will help. She has been shutting it off at night. It was suggested that by keeping the A/C running on a low setting at night, it might actually save money. Cathy asked about the cost of shades, but Bruce said that even the cost of the thermal fill for the windows was too expensive. Neal thought the awning idea that they had looked at before was the best way to keep the sun off the building. Bruce said the retractable ones he saw at Job Lot weren't that expensive.

SOCIAL MEDIA POLICY - Bev sent the new policy draft out to the Trustees, and feels it covers the Library in case of a mishap. Bev will make Bruce's suggested change, and next month it can be voted on.

CIRCULATION POLICY - Bev revised this policy last July. One difference between the current policy and the revised policy is that the old one was called Circulation Policy and the new one is called Circulation Policy, Library Card and Inter-Library Loans. It adds how to get a library card and establish residency. Bruce would like the Purpose Table to be right up at the top. This will also be voted on next month, so Bev encouraged all to read it and let her know if they had any questions.

LIBRARY BIKE RACK UPDATE - Marilyn Fletcher texted Bev to say that she would see her on June 30th, but she never did. Bev did see Mr. Fletcher today and he said that Marilyn has been very busy. Bev would really like to get the bike rack now. Bruce encouraged Bev to speak to Marilyn and ask if we could buy it and bill her. Mary Ann thought there must be someone else she could talk to who could at least let her know the amount they wanted to donate for the bike rack.

JAMI BASCOME "THANK YOU" UPDATE – Neal shared the wording of the plaque he was planning to order. All thought that was fine. In addition, it was suggested to get her a gift card to a bird store in the amount of \$100. An idea was to invite her to the Trustees meeting after the plaque was finished to present it to her.

HUMANITIES PROGRAM OF SALLY MUMMEY — The Friends have co-sponsored 2 Humanities programs this year. In the Town of Greenfield, we can actually do 6 programs with all of the committees joining together. This one will be done in the fall. Sally Mummey is someone who dresses up and portrays a

character. Bev encouraged the Trustees to look through the catalog for ideas for next year. Bruce told her to book this for the Meeting House. There was a discussion about bringing the Russian lady in to do her presentation of a Fabergé egg program and the nesting dolls. Bev will send her video to the Trustees. The woman who portrays Mary Todd Lincoln offers 2 programs – one as the wife of Lincoln and the other as Lincoln’s widow. Bev asked which program the Trustees preferred. Bruce preferred the wife, not the widow, and the others agreed.

NHLTA MEETING REVIEW – Mary Ann shared things that she didn’t know that libraries did, like virtual reality, tactile learners, and robots. They spoke about preloaded backpacks that could be loaned out. Podcasts were discussed, and musical instruments. An autistic program where the lights are low, STEM, tools that could be taken out or rented. Libraries are supposed to be people libraries; real conversations are encouraged. Wi-Fi hotspots which could be rented out to someone on vacation, and nurses and social workers coming into the Library were also discussed.

There was discussion on the Free Little Libraries – there are none in Greenfield. This is a great service to the communities.

OTHER BUSINESS – When Bev left the Elementary School she was given a kiosk and she’d like the Trustees’ blessing to put it on the wall. She receives a lot of things in the mail from CASA and other groups so she has created a Ready Reference Notebook to put them in.

Mary Ann shared some information on “Handling the difficult Board Member” and “Taking Minutes will take a Minute More”.

Bev shared a poster that had a charge of \$12 for a drumming class, and the premise of charging for a Library Program was discussed.

8:47 PM - A Motion to adjourn was made by Neal and seconded by Kathy. All were in favor; motion passed.