

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

Wednesday, August 8, 2018

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

Meeting Opened: Bruce called the meeting to order at 6:50 PM

Special Guest Jami Bascom: The Trustees wanted to recognize Jami for all of her hard work and dedication to the Trustees previously as a member. She was given a plaque and a gift card to Wild Birds Unlimited which made her very happy as she said she needs to get a new bird feeder. She said that the Trustees have come a long way since she first joined. Bruce said that he really wanted to thank Jami personally for helping him out when he first joined, especially writing policies, as he has a flair for words, and Jami had a flair for punctuation so they made a good team.

Minutes: The preliminary minutes of the July 11, 2018 meeting were reviewed. **Neal moved to accept the minutes as written, and Kathy seconded. All were in favor; motion passed.**

Treasurer's Report: Mary Ann said there was a \$101.20 deposit from Petty Cash. The Merrill Fund is at \$18,598.08. She believes we will need to ask the Friends to fund some projects. The Friends are going to do the Octoberfest Book Sale, but not the Christmas one. Jami asked if the Trustees had a list of projects that the Friends could tap into. Bruce said that would come from our Director. Programming has been very expensive this year, so we'd like the Friends to help out on that. Mary Ann said that to keep the Friends interested, they want to do some different things that won't cost a lot of money. Bruce said that a little more creativity in the fundraising would be helpful. Bruce would like to have a joint meeting with the Friends to talk about goals and get on the same page. Their next meeting is on Thursday, August 16, 2018; Mary Ann will see if they can be put on the agenda. **Neal moved to accept the Treasurer's Report; Kathy seconded. All were in favor; motion passed.**

Director's Report: Bev said that the original target date for installation of the cabinets was February. They are still not up, but they have been painted. Apparently, there is some electrical work that needs to be done. Bev asked if she needed to call an electrician but Rick said he had already budgeted for it. She asked about closing the Library if she needed to while the cabinets were installed. The Trustees said she could put it on Facebook and on the sign outside.

The Library Budget is over on Office Equipment, the Post Office Box and Programs/Entertainment. Bruce asked if we were getting kids books from the Library of Congress. Bev said that was a great idea and she would ask for some. Jami suggested she use some money from the Merrill Fund. Bruce said that we do have a lot of projects coming up, like the A/C and the landscaping project, which we could use Merrill Fund money for. Bev said that the Friends had purchased 16 new books over the summer which she was thankful for.

Bev asked what the policy was on snow days. Bruce said that if school is closed, the policy was to keep the library open so the kids have a place to go as long as the weather didn't prohibit that. Bev asked if the policy included paying the staff if the library was closed. It was decided that even if the Library was closed, there would still be work to do, but if we were closed for a snow day, the employees would still be paid. Bev will check in the approved policies notebook to be sure that is part of the policy. She said that the policy committee could look at the Town's Employee Policy Book and perhaps do an addendum for the items that are different.

Upcoming programs were discussed, including one on nature, and CrossLink for business professionals. She had 42 people sign up for summer reading, and the overall circulation is up. There was a discussion on the Town's slow internet service.

Social Media Policy 2nd Reading: Neal asked what the "monitored for content and relevancy" refers to. Bev said "relevant to the Library's mission" and he asked her to include that. It was decided to amend it to "monitored for content". **Bruce asked for a motion to accept the policy as amended; Neal moved and Kathy seconded. All were in favor; motion passed.**

Circulation Policy 2nd Reading: Bev explained that she updated this policy to provide circulation guidelines for training new employees. This policy includes renewals and reserves. Lost items and overdue items are addressed. Jami suggested adding an Item 7 to clarify Inter Library Loans. Bev will revise the brochure that she gives to new cardholders to include the fact that they have a policy if they'd like to see it. Jami suggested that the Purpose Statement should be at the top. **It was decided to table this for another month for revision to include a purpose statement, to clarify overdue fines for ILL, and add i.e. to the parenthesis.**

Library Bike Rack Update: The bike rack still has not been purchased. Mr. Fletcher stopped by the Library today, and said that he thinks the amount they (the Girl Scouts) have to donate for the purchase of the bike rack is "in that neighborhood" for the bike rack Bev wants. It was decided that Mary Ann will go to EMS and see if they can give the Library a deal on shipping; perhaps we can have it shipped to the store and we can pick it up for free.

Bruce motioned to adjourn; Kathy seconded. All were in favor.

The meeting adjourned at 8:38 PM.

The next meeting will be held in the Wensberg Room on Wednesday, September 5, 2018 at 6:45 PM.