

Stephenson Memorial Library Trustees
 Town of Greenfield
 Approved Meeting Minutes
 Recorded by Janice Pack
 Wednesday, September 5, 2018

Present: Bruce Dodge, Mary Ann Grant, Kathy Seigars, Neal Brown, Ray Cilley, Bev Pietlicki
Meeting Opened: 6:42 PM

MINUTES - The preliminary minutes of the August 8, 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 gave the Treasurer's Report. The checking account is at \$1,846.57. There were no deposits during the last month. We are over on 3 budget line items, and at 94.3% in the General Supplies & Postage line. **Neal moved to accept Mary Ann's Treasurer's Report, and Kathy seconded. All were in favor; motion passed.**

CIRCULATION POLICY 2ND READING – Bev has revised this Policy as was requested during the last meeting. Neal moved to accept the revised policy; Kathy seconded. All were in favor; motion passed.

SOCIAL MEDIA POLICY 2ND READING - Bev has made the two requested changes; this Policy was approved at the last meeting.

LIBRARY BIKE RACK UPDATE – Mary Ann went to EMS and ordered the bike rack. She explained the situation and asked if they could work with them on the shipping costs; they said "Absolutely". Mary Ann told Rick that the bike rack has been ordered and he should go ahead and remove the bush. She asked who would follow up with Jim Fletcher. Bev will let them know when the bike rack comes in, and Bruce said to give them the price. Mary Ann said she had spoken to the Friends about this and they could pay half. The Trustees will pay the rest. Kathy will call the Fletchers and see if they still plan to pay for it from the funds the Girl Scouts raised.

DIRECTOR'S REPORT - Beverly said that Budgets are due on October 15th. She told about a wonderful event coming up with butterflies. They had a great preschool story hour this morning, and she was very excited about that. She's been invited to do a Teen Outreach in Antrim and she will talk to them about the 4 book clubs held here at the Library. She emailed Library of Congress and they are sending a batch of children's books. The Town and Library will be splitting the cost for a membership in the Peterborough Chamber of Commerce.

She said that the total annual budget for 2018 was \$112,260. Overall, she feels that she is doing well and that by shifting some things around, we will be on target. She spoke to Consolidated about the internet speed, and to move to fiber optic it would more than double the cost. Neal asked who was complaining about the internet speed. Bev said that having the information was valuable and she wasn't going to recommend making changes right now. She said when everyone is doing something at the same time, the internet speed does bog down.

Bev shared the option to sign up for rewards with the bank card; the Trustees said she could move forward with it. She asked for used ink cartridges which she can redeem for Staples rewards.

Bev said that she cannot find anything in the Employee Manual regarding mileage. Bruce noted that on April 14th according to the Selectmen's agenda, the mileage policy was discussed. Bev said that the Library will be over in the mileage line because of Cheryl's and Julie's trainings. She thought we should create some sort of

42 policy for it. She noted that she has never asked for reimbursement for mileage for herself. It was noted that
43 Bev should increase that line for the 2019 Budget.

44 She is looking for a Student Assistant. She asked about only sending one person to the Commons instead of two,
45 and about using personal vehicles to get there.

46 Bev noted that Kathy has come in for a half hour training at the Circulation desk, which she appreciated.

47 2019 BUDGET – Bruce wants to be sure that we are properly funded for next year. He'd like to see the salaries
48 increased, and the programs planned properly budgeted for. There was discussion on replacing Roger, who has
49 resigned. He will be sorely missed. Bev would like to add to the Personnel Policy that a 3% to 5% merit increase
50 be given after one year. This would increase the budget by \$572. Bruce stressed how important employee
51 retention was.

52 Bev checked in with the Treadwells, who will give us a proposal for Technology for the 2019 budget.

53 Bev asked about the check from the Trustees; Mary Ann said it would come at the end of the year. Bev said that
54 she would ask the Trustees to pay for the first program for the beginning of 2019; that was agreed to.

55 Bruce asked what new item Bev wanted to purchase in 2019. Bev said that an awning outside the windows
56 would be the one thing they would like as even with the 3 air conditioners running, it is really hot inside the
57 Library. Neal said that measurements and pricing had been done a few years ago, but the Trustees did not move
58 forward with a purchase because of the cost. Mary Ann said that could be a prime thing that the Merrill Fund
59 could cover. However, there are other projects like the landscaping project, carpet, air conditioning, etc. that
60 this money could be targeted for.

61 Neal has given Bev the tickets for the Givers Wood Raffle so she can begin selling them. This is to raise money
62 for the shrubbery that needs to be replaced due to the construction.

63 OTHER BUSINESS –

64 Bruce wants to put together an out of cycle Budget Meeting. It was decided to do that on Wednesday, October
65 3rd at 6:30 pm. Bruce asked when the Trustees want to meet to do Bev's evaluation. Neal thought that could
66 happen after the preliminary budget was finished. On September 26th at 7:00, the Trustees will invite Sheldon
67 Pennoyer to present the Landscaping project; the Friends will also be invited.

68 Mary Ann noted that we are under in the electricity and telephone lines, which will help offset the other lines in
69 the budget.

70 **8:33 PM - A Motion to adjourn was made by Kathy and seconded by Neal. All were in favor; motion passed.**

71 The next regular monthly meeting will be October 10, 2018 at 6:45 in the Wensburg Room. November's
72 meeting will be held on the 14th.

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