**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

 Approved Meeting Minutes

Recorded by Janice Pack

May 3, 2017

**Present:** Bruce Dodge, Mary Ann Grant, Ray Cilley, Neal Brown, Bev Pietlicki, Jami Bascom

**Meeting Opened**: 6:42 PM

**Minutes**: The Minutes of the April 5, 2017 meeting were reviewed. Two corrections were made:

Line 27: Allen and Mathewson was corrected to Mathewson Companies

Line 129: Travelling Armchair was corrected to Armchair Travel

Neal asked if the humidifier was working now; Bev said it was not.

Neal asked who would be cleaning the humidifier; Bev said Rick would be doing that.

Neal asked what was going on with the laptop. Bev said there was only $200 left in the technology budget. Jami said that Apollo should come out of a different account, so there would be plenty left to get the laptop. Bev will ask the Treadwells for a price.

Neal asked if she had gotten the shredder yet; Bev said she had not.

Mary Ann said that the remaining payment for Wildlife Encounters was still outstanding. She said it should have come out of the Programs budget. Bruce thought it was coming out of Ken Paulsen’s book sales. Mary Ann said that $200 was supposed to come out of those sales but that left a balance of $155 still outstanding. Bev said that she would bring up the $155 balance to the Friends at their next meeting on the 18th.

Neal asked how Rick was doing on the flagpole; it is still not fixed.

Mary Ann asked if Bruce was going to the conference; he has not decided. She did not ask the Friends about going, as they would have to go for the whole day, and would have to become a member. Jami said that she had gone over the topics that would be covered, and she didn’t think it was anything that would benefit the Friends.

There was discussion about mail that might have gone missing, as the bill from NHLA had not been found. Jami will contact them for another copy.

Ray said that we are sending the contract to Mathewson and asked for Bev to watch for the envelope they would be returning with our copy.

He said there will be a pre-construction meeting that will be held with Mathewson, Mike Borden, Rick and himself and when the date is announced, he will let everyone know. There was a discussion as to whether or not this meeting needs to be posted. The Trustees decided that it did not require posting. Construction is still tentatively going to begin June 1st.

Mary Ann asked if Jeremy was aware as it would affect his mowing.

Bruce motioned to accept the minutes as amended. Jami seconded, and all were in favor. Motion passed.

**Treasurer’s Report:**

Mary Ann reviewed the budget. There was a discussion on heating oil – Bev thought that Rick had said that another delivery was needed; Mary Ann said noting the last 2 deliveries, the tank should be full. Bev will check again.

There was a discussion regarding the money that the library takes in from the coffee fund, conscience fund/donations, and printing; and how it should be tracked. Neal asked if petty cash needed to be accounted for in that manner. Bev read the RSA pertaining to income generated from a library’s equipment (i.e., the copy machine) and said that she and Mary Ann were handling the reporting of the funds.

Jami said that if we are constantly needing cups and other supplies for our programs, then refreshments should be part of the program budget going forward. Bruce agreed.

Mary Ann mentioned that the Auditors had been in, and all went well.

Jami asked if we had only spent a fifth of the budget on books because of the problem with the credit card; Bev assured her that there would be a large amount spent this month.

Bruce moved to accept the Treasurer’s Report, and Neal seconded it. All were in favor. Motion passed.

**Director’s Report:**

Bev Pietlicki presented her Director’s Report. She said that Rick would take over the maintenance of the dehumidifier filters. There was a discussion on the Keurig and the problem with scaling. The Keurig company had offered to give us 35% off a purchase of a new Keurig. Jami said that the Keurig had been put out for the public to use, so if they were going to put it on a cabinet in the staff room, the public would not be able to use it. Bev said maybe they could find another place to put it, as the Keurig company suggested it shouldn’t be put in front of the window. It was thought that proper cleaning might alleviate the scaling problem.

Bev and Zoe will be unable to attend the conference this week, but there is one in the fall that Bev will plan to attend.

She has made a checklist for the different ways to publicize events and said it will take some getting used to.

Jami said that just this week there was a staff member who was sick, and it was hard to find coverage. Jami had come in to cover so there would be at least 2 people here. She wondered if we should advertise for someone to come in as needed for a substitute. The rate of pay was discussed.

Bruce asked about the stats. The electric eye counts each patron twice; so the counts need to be halved to reflect accurate library usage. The staff did not keep track of what was going on in the Winsberg room, so Bev will need to go back and update that. Ray asked if we should look at Bev doing the stats in a way that was more familiar to her. The Trustees said that would be fine – as long as Bev is giving the same stats that we are used to receiving, she can do them in a different form.

Bev mentioned an issue with the Library Card procedure. She would like to have a separate card for juveniles. There is a patron with a child who has a lot of overdue books, and Bev found that the staff was calling the child to collect the fines, rather than the parent. The policy for library cards was discussed, as was the responsibility for fines. The Trustees told Bev to order the cards for juveniles if she wanted to.

**SML Trustee/Alternate Position:**

Ray and Mary Ann were appointed once again as Alternates and have been sworn in. Kathleen Seigers has agreed to become an Alternate, so it would seem that either Ray or Mary Ann would need to step up into Trustee. Ray asked if there was a description for the Trustee Secretary position, and what Jami has been doing was discussed. **ACTION ITEM: Bruce will speak to Kathy and see if she will work with Neal as Secretary.**

Neal said that he will do Secretary if Mary Ann will move into a Voting Trustee Treasurer position. Jami said we didn’t have to make a decision tonight.

**Other Business**

Ray asked about having the flower beds out back mulched. Since Mary Ann works with Jeremy, has she mentioned that to him? Mary Ann said that she has spoken to him, but he doesn’t seem to listen to her. She will check with Aaron Patt. There seems to be a lack of communication here. Ray said that since the Town will be saving some money on mowing during the construction, the money should be spent for mulch. **ACTION ITEM: Ray will speak to Aaron Patt about this.**

Mary Ann reminded all about the Armchair Travel program next week. Bruce will be here to set up. Bev will also send Nick down to help with chairs.

Mary Ann asked about the gift for the presenter. Bev said that the Friends were going to give a $100 gift card.

Neal moved to adjourn the meeting, and Bruce seconded. All were in favor. Motion passed.

**The meeting adjourned at 8:09 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk