

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

October 10, 2018

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

Meeting Opened: 6:45 PM

MINUTES— The preliminary minutes of the September 5th meeting were reviewed. Kathy motioned to accept the minutes as presented and Mary Ann seconded. All were in favor; motioned passed.

TREASURER'S REPORT – Mary Ann noted that the electric bill for the month is already in, and with 2 months left we should have plenty left over in this line. We are at a total of 72.3% for the year, which looks great. Mary Ann noted that there was an amount of \$125 for the Humanities program that needed to be covered. Bruce noted we had extra in the Electricity line that could be moved.

Bev noted that the Trustees have taken in about \$400 of Public Funds which needs to be incorporated into next year's budget. She noted that there is an \$1100 bill coming next month for the Biblioboard. Clerical wages were discussed and it was decided to keep that line the same.

Mary Ann moved to accept the Treasurer's Report and Kathy seconded. All were in favor; motion passed.

DIRECTOR'S REPORT – Bev noted that the bush still needs to be removed. She has a little bit of money left in the books line. She said that Julie went to the Open House at the School, and will be doing some sort of recognition for a child who gets their first library card. All thought that was a good idea. Bev went to a training session on personnel policies where there were some specific things she learned regarding filling out time sheets and taking a half hour break. She is going to hold a Staff Meeting tomorrow and go over these things with her staff. She also spoke about Permanent Part Time Positions. She has been told by Aaron Patt that the Personnel Policy states that Permanent Part Time Positions of 20 hours a week or more are eligible for vacation, holiday and sick time.

Bev is attending a Reads Conference tomorrow in Concord. She asked if she should put in for mileage, and the Trustees said Yes. Julie will be attending a conference in Somersworth. Bev spoke about the Krosslink program and about Library Spaces as a theme and how she had done a walk through with a decorator.

She has created a document based on information borrowed from another library on ways to contribute to the library which includes options such as Planned Giving, Honor and Memorial Gifts.

NEW HIRES - Bev has interviewed an 18-year-old from New Boston named Lisabeth Ludeman who would be working Thursdays and Saturdays. She has also interviewed David Bridgewater who she feels has a lot to offer. David would cover Roger's hours, 9:30 to 4:00 on Wednesdays and Saturdays and 2 hours on Thursdays. She has also interviewed a 14-year-old with a passion for reading named Madeline Hall who has applied for Student Assistant position. Bev would like to bring on the others first, and then bring Madeline on board, too. **Kathy moved to accept the hire of Elizabeth, Mary Ann seconded. All were in favor; motion passed. Kathy moved to accept the hire of David; Mary Ann seconded. All were in favor; motion passed. Kathy moved to accept the hire of Madeline; Mary Ann seconded. All were in favor; motion passed.**

REVIEW LANDSCAPING PLANS – Kathy detailed the changes that Sheldon Pennoyer had proposed when he met with the Trustees last month. He's estimating a budget of \$100,000 at this point.

2019 BUDGET UPDATE – Bev provided copies of her proposed 2019 Budget, and noted that the Budget is asking for a total increase of 2%. Bruce asked Bev to increase the amount for Electricity to \$5,000 – which is still \$60 less than carried in the 2018 Budget. The Trustees also encouraged her to increase Programs/Entertainment to \$1,500. Bev will make those 2 changes and submit the Budget. Bev noted that the Town is proposing a COLA increase of 2.7%; Bruce said that the Trustees will meet separately to discuss Bev’s salary line.

LIBRARY BIKE RACK UPDATE – The bike rack is here, ready to be installed.

OTHER – Mary Ann noted that the total book sales from the Harvest Fair were \$36. Fundraising was discussed and Bruce was hopeful that the Friends would find some new ways to raise money rather than depending on the book sales.

Bruce made a motion to adjourn and Kathy seconded. **The meeting adjourned at 8:16 PM.**

The next meeting will be held here at the Library in the Wensburg Room on Wednesday, November 14th at 6:45 PM.