

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

November 14, 2018

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

Meeting Opened: 6:54 PM

MINUTES: The preliminary minutes of the October 10, 2018 meeting were reviewed. **Kathy moved to accept the minutes as written, and Mary Ann seconded. All were in favor; motion passed.**

TREASURERS REPORT: The total for the year for Petty Cash (copies, coffee, conscious funds, lost books, non-resident applications) is \$534.65. Mary Ann is going to set up a better way to keep track of how we're using the money. Bev said that the income from the copy machine is the only money that needs to be kept separate per the RSAs.

Bev asked to put the Town Report on the Agenda for the next meeting. She said that the Trustees had paid for two programs this year (the magician and the Humanities program).

Mary Ann said that there may be some money left in the electricity and heating fuel lines. The telephone line may also have about \$200 left in it. She noted that we have spent \$94,194.43 out of the \$112,260 budget, which looks good.

Bev proposed her holiday schedule: She will close the Library at 6:00 Wednesday evening the night before Thanksgiving, and be closed on the Friday after Thanksgiving. She would like to pay her staff for the Thanksgiving holiday, and also for the Christmas holiday. The Trustees said that was fine.

Kathy moved to accept the treasurer's report, Neal seconded. All were in favor; motion passed.

MEETING WITH SHELDON PENNOYER – LANDSCAPING UPDATE: Sheldon joined the Trustees to show the revised plans that he has done for the landscaping outside of the Library. Bruce asked if the proposed pergola took away from the end of the building. Sheldon is using the same scale and columns, and thought it would not take away from the building. He proposed to relocate the bike rack.

His budget for the cost of this proposed project is \$106,500 for the Terrace. \$10,000 of that is for Site Work and he felt that the Town may be able to do this work. The budget for the Front Entrance Steps and Ramp would be \$53,500. Again, this includes \$8,000 for Site Work which may be able to be done by the Town.

Bruce asked if he proposed any work on the far side of the parking lot. Sheldon did not as it was pretty tight back there. He said that this work would certainly extend the Library to the outdoors. Security was discussed, and other uses for this space.

Ray said he had a conversation with the owner of the Inn, and it is under contract now. He wonders if the new owner might be open to selling a percentage of their land to the Library. This was further discussed, and Mary Ann asked what the next step was. Sheldon said that would be to create whatever was needed to do fundraising and get support for this project. The Trustees decided they would like to post the plans, so Sheldon will add the other perspective and get that done up on foam board with some wording added to it. He will also show it with the lot line adjustment so that could be discussed with the new owner of the Inn.

DIRECTOR'S REPORT: Bev went over a report she had made on items in the Library that need to be repaired and other items that need to be addressed. Rick McQuade had been invited to tonight's meeting to discuss the budget and the best way to work together, but he did not come so Bev is not sure how to proceed. She was advised that David Bridgewater could work on some of these things, and be reimbursed for any items necessary to complete them.

The second part of her list had items that were a little more involved. During discussion, Neal offered to give the Library a toilet brush. Bev wants some direction on getting Rick to do the work she needs to have done at the Library. Kathy suggested that Bev call either Aaron Patt or Rick tomorrow to see what the DPW has in their budget for the Library. She mentioned that the cleaning of the furnace was also in Rick's budget. She listed items she has gone over with Sarah Sim, and she feels that she can get a grant to cover those costs. She has noticed an odor in the down stairs bathroom that she is concerned about; she said it smells like dead mice. Mary Ann suggested scheduling a walk through. Bev also said that she would love to see the rotunda floor cared for, as Wilton's Library floor is.

She proposed to raise Cheryl's hourly rate, which the Trustees said was fine. She proposed to hire Cheri Brodeur as a substitute library assistant. She would work on an on-call basis after she has been trained. The Trustees said that hiring Cheri would be fine. **A motion was made by Bruce to authorize the raise in Cheryl's hourly rate, to hire Cheri Brodeur, and to allow Bev to roll over unused vacation time. This was seconded by Kathy. All were in favor; motion passed.**

Bev said that she found out today that we did not get the Keith Sullivan grant; she had asked for \$500 to do a puppet show; she will send Ray what she had submitted.

Mary Ann asked about the statistics; Bev said October's numbers were up. Mary Ann asked if there was a formula that Bev used in deciding what programming to use, and how many programs to run. Bev said that she had experimented a little bit with what worked, supporting local artists when she could. Bruce asked how many programs she was planning for next year; Bev said it was hard to say. She said it would be nice to have 6 adult programs and several targeted to children, and several to families. She said you definitely don't want to hold more than one large program a month, and she feels it's more important to hold programs in the summer to keep people involved.

2019 BUDGET UPDATE: Bruce asked if Bev had made any changes to the budget after the Selectmen's Meeting. She said that Catherine had provided a detail of the electricity budget and that the average cost was about \$360 a month. There will probably be a surplus in that line; Bruce said there will probably be a rate hike. Bev thought we could decrease the utilities line just a little bit; and Ray agreed that we should drop it just a little bit. There was discussion on this, however, since the budget has already been submitted, it was agreed to let it stand.

OTHER: Ray contacted Concord Awning and received a price of \$5,200 for the outside motorized awnings, or \$2,600 for the inside set. It seems like the outside awnings would be the best bet. Ray thought we may want to include this in our budget. Mary Ann thought this might be an appropriate use of the Merrill Fund. Bruce thought we could add it to the budget; if it didn't fly, the Merrill Fund could cover them. Mary Ann said this had been discussed at the Friend's meeting, and there were some real sarcastic comments. Bruce said Energy Conservation was a good line item for that.

Bev asked if Bruce was going to ask for Capital Improvement money; he said he was planning to.

Janice asked if the meeting scheduled for December 12 could be changed; it was agreed to change the December meeting to Tuesday, December 4th at 6:45. **The Trustees will meet next on November 28th for the purpose of Bev's evaluation; the meeting will be at 6:00 PM here in the Wensberg Room.**

Mary Ann wanted to ask permission to do something for Roger who was a valued library employee. She would like to pick up a gift card for him and a card wishing him a Happy Retirement. All agreed that was a good idea. Kathy will pick up the gift card for \$100.

The Meeting adjourned at 9:15 on a **motion by Kathy, seconded by Neal. All were in favor; motion passed.**