**Stephenson Memorial Library Trustees**

Town of Greenfield

Draft Meeting Minutes

Recorded by Janice Pack

January 9, 2019

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

**Meeting Opened**: 6:50 PM

MINUTES: The preliminary minutes of the November 14, 2018 meeting were reviewed. **Kathy moved to accept the minutes as edited by Neal, and Neal seconded. All were in favor; motion passed.**

TREASURERS REPORT: The totals are in for the 2018 year. For Petty Cash (copies, coffee, conscious funds, lost books, non-resident applications) the total collected was $603.45. The total in the checking account is $1,944.34. The Treasurers Reports showed that there was money left in the electricity, telephone and heating fuel lines. Out of the $112,260 budget, $107,230.96 was spent. Mary Ann said if they had planned ahead, they could’ve encumbered the funds to cover the awning.

Mary Ann said that Neal had been the one to counter-sign the checks, but due to his impending retirement, she will need a co-signer. Kathy volunteered to do this; Mary Ann will give her the information.

**Kathy moved to accept the Treasurer’s Report, Neal seconded. All were in favor; motion passed.**

DIRECTOR’S REPORT: Bev wants to re-invite Rick McQuade to a meeting to talk about the things that they hope to have done in 2019. The chimney service was not budgeted for. It was discussed how often the propane stove was used. Kathy said that she has hers serviced every year. She uses the same company.

Bev said she had gone up to Ray’s farm with David. Ray is willing to donate the wood needed for the shelving, and will cut it to size in his shop. David has given them a quote of $36/hour to install the shelving. This money would come out of the Merrill Fund. Bev thinks once this is done, her Children’s Area circulation will go up. She will move forward with this project.

She submitted the Town Report for review, as well as the proposed Warrant Article that Aaron Patt had provided. Neal pointed out a typo which Bev will fix. Bev said that there is a Trustees Report that needs to be done as well. Bruce will write this. Bev and Mary Ann gathered the data for the Trustees Financial Report. She said that the balance available for 2018 showed an allocation of $3,000. She only used $1,100 out of the $1,500 she had asked for last year and wanted to know if she should’ve used more from that fund. She was told that she could’ve. Bev noted that they had not received anything from the Givers in 2018. Neal will check on that. He said the amount would’ve been $120. Bev will email the copies of the reports to the Trustees.

Mary Ann thought that we should provide more information in the Financial Report including what exactly is in the Merrill Fund. Kathy suggested that Mary Ann speak to Carol further about this.

Regarding Programming, Bev is working on connections and would like the Trustees to continue to speak positively about the items she is working on.

NEW STUDENT EMPLOYEE: Bev would like to recommend Zoe Werth as the new student employee. She is a junior at Con-Val, has her own drivers license, and seems responsible. The Trustees asked how the other staff is doing, and there was a quick review of other current employees. **Neal moved to accept Zoe’s employment; Kathy seconded. All were in favor, motion passed.**

TOWN REPORT NARRATIVE AND BUDGET: Bruce asked if everyone had a chance to read the Town Report narrative. Neal had made a few suggested changes to the Report which he shared with the others presented. Bev was in total agreement with his advice and will incorporate his changes and resend it to the Trustees in the morning. The statistics were reviewed, too, and Bev pointed out that she felt the Circulation numbers may be a little inflated as they include the Member Renewal numbers. She will delete that column next year. She is pleased to report that Circulation is up.

NEAL’S RETIREMENT FROM BOARD OF TRUSTEES: Neal will continue until the last meeting in March. Mary Ann asked who may be interested in the position. Neal said he’s asked Nick Batty if either of his parents may be interested. He also mentioned that Karen Nadeau might be able to come in as an alternate. Bev just brought her on as a volunteer and wondered if that would be a conflict. Bruce asked if Stacy Ferraro might be interested. Bev asked if Robin Spencer was a Greenfield resident – she uses our library all the time and she would recommend her. Bruce asked Mary Ann to announce it at the next Friends meeting. Kathy recommended Diane Lacourse. Mary Ann recommended Vallee Hannings. Neal mentioned Stan Fowler. The time to sign up to run is January 23rd – February 1st. Bruce will reach out to some of those mentioned to see if they are interested.

OTHER: Mary Ann said that in the Trustees’ mailbox there was a letter from Terry Knowles saying who the new contact person is. She noted that she is will check the mail more often.

Bev said that she has taken notes on things we want to accomplish in 2019. Bruce wants to make a calendar of when things need to be done. If we put it on in a calendar, we can look at it and see our goals and not lose sight of them. Bruce asked Bev to send him her list so he can compile them all and make a calendar.

Bruce will ask Rick McQuade to come to the Trustees meeting in February.

Bev really wants to work on the policies. There is a book upstairs now called Trustees Approved Policies that needs to be reviewed, and she has a recent list of policies that should be put in place.

Bev said Lindsey and her Puppet Pals are coming on the 18th of January. Typically, the Friends pay for the first program of the year. She also has a background check that needs to be paid for ($10).

The non-public minutes were read and **Kathy moved to accept them. This was seconded by Neal, and all were in favor; motion passed.**

The Meeting adjourned at 8:31 PM on a **motion by Kathy, seconded by Neal. All were in favor; motion passed.**