

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

March 6, 2019

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

Guest: Diane Boilard

Meeting Opened: 6:45 PM

MINUTES – The preliminary minutes of the February 6th meeting were reviewed. **Neal motioned to accept the minutes as presented and Kathy seconded. All were in favor; motioned passed.**

TREASURER’S REPORT – Mary Ann noted that she had misplaced the Treasurer’s Report. She said that the oil tank is at 3/4. Things look okay right now.

All were in favor of accepting the Treasurer’s Report as presented.

Bev said she has spent about \$200 on supplies. We’ll need to pay for the movie license; that has gone up to \$248/annually.

THE RULES GOVERNING DISPOSITION OF THE MERRILL FUNDS – Neal said that when the Merrill Fund was established, it was restrictive; you could only use it for books. He wrote to the Probate Court of Hillsborough County asking for “cy press” relief, and a clearer legal definition of how the funds may be used. It was determined that “Any distribution not so used shall be held by the Stephenson Memorial Library and may, in the discretion of the Library Trustees, be used as a building fund for the Stephenson Memorial Library at some future time or be expended for any other legal purpose directly related to the Stephenson Memorial Library.”

This was discussed further and Mary Ann will show this letter to the Friends.

Bruce said he emailed Stacy over a week ago, but hasn’t heard back.

DIRECTOR’S REPPORT – Bev noted that the new bookshelves in this room will be anchored. The Quilter’s Group mentioned that there was an electrical outlet behind one of them; Rick will put an electrical strip there so it can still be used. Neal gave Rick the information about the flagpole. The internal lanyard is stuck.

David has a personal project he’s working on, so the other projects he was going to be working on have been delayed.

The Statistical Report shows that circulation is continuing to go up. The ILL’s were actually a little higher last February, but we did get 11 new members.

The printer heads are gone in the Public Printer. She reached out to Allan Treadwell to discuss this. Mary Ann said that we have \$231 from the copy fund that should go towards printer supplies. Bruce noted that printers are disposable nowadays. Maybe she should get a new printer/scanner for the public to use.

We received 80 Audio Books from the Library of Congress Grant. Bev will write a letter thanking Annie Kuster. The Friends will be paying for the next 2 Humanities To Go Programs in May and June. Bev said that we might want to consider having a Trustee attend a Select Board Meeting or asking a Select Board Member to attend one of ours. She will try to attend the next Breakfast Club Meeting. The Trustees mentioned how grateful they are to have such an excellent relationship with the Select Board.

40 READING/REVIEW OF GIFT POLICY – We have updated the policy that we had, and created two new forms; next
 41 month we will vote to accept them or not. Diane asked if there were dollar values that would impact the
 42 decision or ability to accept a gift. Bruce said if it was \$5,000 or more it would need to be voted on to accept at
 43 a Public Hearing. Bev noted we do not assign a value; it is up to the donor to determine the value.

44 Bev said that she and Bruce are meeting on an ongoing basis on policies and procedures.

45 She said that Cheri has been a great addition to the staff. Mary Ann asked if Bev would be getting name tags for
 46 the new staff members; she's working on that.

47 She wants to recommend an increase for the Children's Assistant in line with her conversation with Bruce
 48 regarding job descriptions. Bruce gave more detail on how the evaluation might go; it is a way forward for the
 49 employee to follow and gives them our expectations. Bruce would like to wait until after Town Meeting to
 50 implement this.

51 Bev went over some upcoming programs, and mentioned that April will be a very busy month. She spoke about
 52 the new Yoga Class on Saturday mornings. Bev noted that the Meeting Room Policy does not state that we
 53 cannot use this space for personal profit. The Library will receive 20% of the monies collected by the Yoga
 54 Instructor. **Bruce made a motion to accept this; Neal seconded. All were in favor; motion passed.** Janice
 55 strongly suggested that the Trustees have the yogis sign a Hold Harmless Policy and get an insurance certificate
 56 listing the Library as Additional Insured.

57 Bev said the SCORE people will come here and host workshops which they will charge for. Beverly thinks that
 58 this is something the public would like to have.

59 Neal said we do need a policy on this. Bev agreed that where the DEMS are concerned, we do especially as they
 60 are a political entity, and not all Greenfield members. It was noted that the Quilters, who charge for the classes
 61 they hold, are not asked to pay for the space, nor do they provide a donation. Bruce feels that the Library serves
 62 a dual purpose here: Library AND Community Center. He feels this is a good "first step". Bev will ask some
 63 similar size libraries to share their Meeting Room Policies.

64 REVIEW AND CHOOSE AWNING VENDOR- We received 3 bids for Awnings. They are all from reputable
 65 companies. Neal checked motor position, and he spoke with K & A Electric. He checked the warranties and they
 66 are all about the same. Concord Awning, Just-Rite Awning, and Image Awnings were the bidders. Neal felt that
 67 the best price was from Image Awnings, and he would recommend going with them. The standard was \$4525;
 68 the Eclipse was \$4895. Image Eclipse seems to be the best bet. All agreed.

69 WHO WILL BE ATTENDING TOWN MEETING? – Everyone raised their hand.

70 LIBRARY TRIVIA RETURNS!! - The Trustees answered Library Trivia questions from Bruce. Everyone enjoys this
 71 and ends up laughing, and learning a lot!

72 NON-PUBLIC SESSION UNDER RSA 91-A:3, II (a) – Neal motioned to go into non-public session; Kathy
 73 seconded. **All were in favor; motion passed. The Trustees entered non-public at 8:24 PM.**

74 **Neal moved to adjourn non-public session at 9:00 PM. Kathy seconded; all were in favor, motion passed.**

75 OTHER

76 Bruce made a motion to adjourn and Neal seconded. All were in favor; motion passed. **The meeting adjourned**
 77 **at 9:02 PM.**

78 The next meeting will be held here at the Library in the Wensburg Room on Wednesday, April 3rd at 6:45 PM.