

## Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

February 6, 2019

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

**Meeting Opened:** 6:50 PM

Mary Ann will be a voting member today as Kathy is absent.

### MEETING WITH RICK McQUADE TO DISCUSS BUDGET AND BEST WAY TO WORK TOGETHER:

Bruce said that we've invited Rick here to find out how the Library fits into his budget and his plans. Rick says he includes Core Costs in his budget – and he has the Furnace Service and Maintenance for the Library. Bev shared a list showing that the Library budgets for the Alarm System Inspection and maintenance. Rick said he does take care of the Fire Extinguisher inspections and maintenance. He said that the "gas stove cleaning" would fall under the Furnace Service. The only thing not covered is the Carpet Cleaning. Rick uses Stanley for that service. Bev asked when she can expect the carpets to be done. Rick said normally twice a year, December and June. As there isn't a lot of spending until after Town meeting, he suggested May and November. Bev asked if there was anything else that should come under Annual Maintenance. Rick said that we really should be doing an annual inspection of the roof which is something he would cover. Rick confirmed that Bev is taking care of the Alarm System Inspection and Maintenance. Bruce asked what the bottom line was in his budget for Core Costs this year, Rick said \$500. Bruce asked what he had for projects. Rick has \$75 for the rotunda floor, which might have to be increased. The carpet shampooing is carried at \$1600. He's budgeted \$100 for winter items such as shovels and calcium. This year he'd like to do some repairs on the lighting; he's budgeted \$100 to try a couple of different fixtures. He's budgeted \$300 for where the concrete on the walkway is crumbling. He has reached out to a few vendors who supply a really good bonding repair kit. He's also carried a miscellaneous line of \$250 under Projects for a total of \$2,425.

Bev said they have some small things like the silver furniture outside of the Library which no one uses and has become an eyesore. She wants to propose to the Trustees that the silver furniture is donated to the Ministries Center. All seemed to agree that this was fine. **Bruce made a motion to donate the furniture to the Ministries Center. Neal seconded. All were in favor; motion passed.**

Bev said the items in red on her list which noted that she would need to speak with the Building Inspector before the project was started were not funded. Rick said he'd like to move ahead with it cautiously. At the end of the year, after saving money here and there throughout the year, there might be something left in the budget to get this done this year. He said the materials aren't that expensive; the big items are the doors and the smoke detectors. Bruce said if we can't afford to do both projects, which would be her priority? Bev said her motivation behind the project was the use of the Wensburg Room, so installing a wall and a door to separate the area where tables and chairs are stored would be her priority.

Bev would like to get a grant to get some sort of gaming system downstairs. Bruce said that he has a contact with a system that projects on the floor. Bev said that the meeting room policy does need to

be discussed further so we can use the room more. Neal said that Julie had wanted to install a stairwell to provide inside library access, but it wasn't feasible. Bruce said Bev could approach other organizations who might want a meeting room; she should advertise her venue. Bev said that since this is a Library, the use of the space needs to be free.

Rick said that he has already gone over those items with Mike Borden, the Building Inspector, and he has already approved these projects.

Bruce asked if Rick had reviewed Bev's Wish List. It was hoped that between Rick and David Bridgewater most of these could be accomplished this year. Rick said he would build the "wood floor maintenance" into next year's budget; he'll need some history on that. Replacement of the carpets will be a big project – perhaps a warrant article. Bev wondered if the quilts hanging in the Wensburg Room were permanent fixtures; Bruce said at some point you would need to do something else to preserve them.

Bev said she really appreciates the work Rick is doing in the Library, and especially with the lighting. She also appreciates him regulating the temperature in the Library.

Rick said he would like to call Eversource and have them hook up a monitor to the meter to see if we're having power surges as we seem to be blowing a lot of bulbs here. Bruce asked what he thought about switching to LED overall; Rick thought it was a great idea. He thought the building might be big enough to qualify for a grant; he wouldn't mind starting the process on that. Bruce asked him to please do so, and perhaps it could be a town-wide project.

**MINUTES:** The preliminary minutes of the January 9, 2019 meeting were reviewed. Mary Ann asked to amend the minutes to delete the last 2 lines on page 1. **Neal moved to amend the minutes as requested, and Mary Ann seconded. All were in favor; motion passed. Mary Ann motioned to accept the minutes as amended; Neal seconded. All were in favor; motion passed.**

It was noted that the room was cold, and Bruce said that Rick could reprogram the thermostats to come on at a certain time so that the building would not be cold during meetings. Bev will speak to Rick about that. Bruce agreed that if we want the room to be used, it needs to be comfortable. Mary Ann asked if we were doing anything about the A/C. The A/C is broken; this was not on the list. Bev will put that under Upcoming Projects.

**TREASURERS REPORT:** The total in the checking account is \$1,761.99. Mary Ann noted that they put oil in 3 times in January for a total of \$1,274.80 (25.5% of the total heating fuel budget). She said that the Bascom's had donated a \$99 check for the Lego Club.

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

**DIRECTOR'S REPORT:** Bev has contacted Annie Kuster's office. The grant will expire in August; she'll check on it. She had a comment on audio books; they're expensive so she only gets one or two a month. Mary Ann said she could take money out of the Merrill Fund to cover that. Bev said that Aaron Patt directed her to come before the Trustees and ask them to move the money between lines. Once it is in the minutes, she can spend it. Bruce said he believes that we weren't eligible to receive the

books from the Library of Congress before, but there are only a small handful of libraries that take advantage of it so she should reapply.

Bev discussed upcoming programs. She has been approached by Ken Paulsen whose publisher is issuing 2 new books; he will do a signing in April. She said they had a good experience at GES; the kids loved Lindsey. Julie is continuing her outreach; Bev will be doing her review. Bev drafted a Gift policy which she will email to the Trustees for feedback. She and Bruce will meet at the end of the month to outline what they want to do on the Personnel Policy. She said that her staff is excited about upcoming training, and Bev asked if the new Trustee Candidate would want to attend the NHTLA, which would be very beneficial. She attended the Conservation Commission meeting last month, and shared their collaboration ideas.

Bruce said that Beverly had put in for a CLIF Grant for backpacks which will be loaded with things needed to go hiking in the woods (6 adults' and 8 children's backpacks). She's asked for a first aid kit for the adult packs, and an adventure kit and a whistle for the children's backpacks. They will also have field guides and trail maps inside.

Bev will be working on some of the other grants that Bruce sent to her. She heard from Roger who is doing well.

#### 2019 BUDGET UPDATE (BRUCE) BUDGET HEARING TOWN MEETING

Bruce said the budget hearing went well, and they will move forward with the warrant article for the awning. Neal said that he sent copies to the Trustees; he has received 3 bids. Concord was \$5200, Image Awnings from Wolfeboro was \$4545 or \$4900 for the Premier. Just Right's bid (out of Dover) was \$4575. Bruce said the one with the best warranty would be the best choice. Neal said Just Right was very responsive. Neal will give them all a call to check the warranties. Mary Ann would like a list of references; Neal said they show a lot of that on their websites. It was noted that if the Town wasn't going to fund this, then the Trustees would. The color of the awning was discussed; Bruce would like something that fits the building. Bev said we want to impress upon the Town residents the effects of sunlight on the collection without the awning, and the cost-savings of A/C to reduce heat in the summer with an awning. Bruce will make some graphics and he also plans to post the landscape plan at Town Meeting.

NEW LIBRARY TRUSTEE CANDIDATE DIANE BOILARD- She could not make it here tonight, but she has signed up.

#### OTHER:

The annual audit will be coming up and Bev has a list of things needed by April 15<sup>th</sup>. Mary Ann will take care of this.

The Meeting adjourned at 8:25 PM on a **motion by Neal, seconded by Mary Ann. All were in favor; motion passed.**

**The next meeting will be Wednesday, March 6, 2019 at 6:45 PM, here in the Wensburg Room. Janice asked all to think about the date for their April meeting as she will be away April 6-13.**