

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

April 3, 2019

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

Guest: Jean Rainier

Meeting Opened: 6:50 PM

MINUTES – The preliminary minutes of the March 6th meeting were reviewed. Bev said we needed to change “Sherry” to “Cheri”. **Bruce motioned to accept the minutes as amended and Kathy seconded. All were in favor; motioned passed.**

TREASURER’S REPORT – Mary Ann said that the electricity line is quite high; almost \$400/month and this does not include the end of March bill. Heating oil is on par. The Report shows that we’ve used 25.3% of our budget, which is good for the end of first quarter except that not all of March’s bills are posted. Bev said one thermostat is adjusted manually; she’ll make sure that it is being set back down to 62 degrees at night. Mary Ann asked Ken at Town Meeting about the trust funds being used for specific purposes; she’s still looking for an answer on that. The total amount of the interest that the Trustees get for yearly spending is about \$400.

Bruce motioned to accept the Treasurer’s Report as presented; Kathy seconded. All were in favor; motion passed.

OUT WITH THE OLD, IN WITH THE NEW! – Neal was presented with a special card and gift certificate as he is retiring from the Trustees. He served for 9 years, and will be missed.

Diane is joining us as a Trustee – welcome, Diane! Diane will replace Neal as Secretary for the Trustees.

Diane noted that the meeting was still showing on the website as being the 2nd Wednesday of each month and this month we met the 1st; Janice and Bev discussed this further and both have access and will be sure any changes to the meeting schedule are noted.

Bev asked if Neal had keys; she asked Diane to stop in so she could go over the key policy with her.

Mary Ann said that Jamie had given her blue notebook to someone when she retired as a Trustee; this has still not been found.

Bruce asked if both Cathy and Diane had library email accounts now; Bev has created them.

DIRECTOR’S REPORT – Bev said that the bookcases have been secured to the wall. Rick is going to contact Eversource to see why the ballasts are having problems. Bev bought a new laser printer for \$330. She is keeping track of the amount of paper she uses this year.

She received 80 audio books from the Library of Congress and they’re about halfway through processing them. Children’s Fiction is a very expensive area; the average price of a Children’s book is around \$20. She said at the last Friends meeting, she asked for \$150; and shared the good news that she was awarded the KIND grant.

She said right now, staff meetings are being dedicated to training. Diane asked where the Trustees’ By-Laws are located. Bev said they are upstairs; they are not on the website at the moment. Bruce invited Diane to join he

39 and Bev at the next Policies and Procedures meeting. He also suggested that she attend that session at the
40 NHLTA conference.

41 Bev handed out a sheet listing the programs held, who's attending, and costs. KROSSLINK was discussed, and
42 Janice invited her to EDAC to speak about the program. The Easter Egg Hunt is coming up on April 20th, and Bev
43 will need candy to be donated so the eggs can be filled on the 19th. Kathy is excited to help! Bev has 3
44 Thursday night programs coming up including Ken Paulsen doing a book sale and signing on April 25th.

45 Bev brought a calendar which she said is available on the website as well. Bruce said he's working on a Trustees
46 calendar so that everything gets done on time.

47 REVIEW JOB DESCRIPTIONS— Bruce and Bev had discussed job descriptions and levels. Bev explained that when
48 she has a job opening, she writes up a description and posts it on a specific library site. During her tenure here,
49 she has had to write numerous job descriptions for the various positions. Bruce said we are trying to raise the
50 pay rates for library employees to make them more in line with surrounding communities, and to help with
51 retention. Diane had many questions, and the Trustees were eager to share their thoughts and knowledge. She
52 was surprised that the job description for a Children's Assistant wanted someone with higher education for a
53 part time position; Bruce said most library positions are part time. The Trustees have embraced making the
54 library a major resource of the community.

55 SECOND READING/REVIEW OF GIFT POLICY – Bev noted that the heading formatting needed to be changed.
56 Diane commented that it should say "Policy" on the second page, and on the Agreement Form it should be
57 "Chair" of the Library Board of Trustees, not President. She also suggested a few corrections on the last page.
58 **Bruce moved to accept the Gift Policy with the changes; Kathy seconded. All were in favor; motion passed.**

59 AWNING PURCHASE- The money for the awnings was approved at Town Meeting. Neal confirmed that we had
60 agreed to order the Eclipse at \$4895; this was stated in last month's minutes. He will proceed with the order,
61 and with finding an electrician. He asked about a color; Bruce prefers a solid color. Perhaps a Gray will work.
62 He will see if he can get samples.

63 Bruce asked Mary Ann to set up a meeting with the Friends.

64 FIRST READING OF CODE OF CONDUCT POLICY- This was first adopted in February of 2015. Bev changed a few
65 things including the Unattended Children's Policy, and made a change to #6 to add consequences. She also
66 added #1 regarding staff and how the staff is to be treated. Diane suggested on #7 that she change "may" to
67 "should". Bruce asked everyone to review; next month it will be read again and either accepted or revised.

68 NON-PUBLIC SESSION UNDER RSA 91-A:3, II (a) – **Bruce motioned to go into non-public session; Kathy**
69 **seconded. All were in favor; motion passed. The Trustees entered non-public at 8:42 PM.** Neal exited.

70 **Bruce moved to adjourn non-public session at 9:02 PM. Kathy seconded; all were in favor, motion passed.**
71 The minutes from the non-public session will be sealed.

72 OTHER - The new proposed owners of the Inn have asked for the Library's support when they go before the
73 Planning Board. They are open for an offer on some of the land; we need 2.22 acres to expand the parking lot.
74 There was further discussion on what might be planned; at this point, nothing has been scheduled by the Land
75 Use Boards.

76 **Bruce moved to accept Julie's resignation; Kathy seconded. All were in favor; motion passed.**

77 **Bruce moved to adjourn and Diane seconded. All were in favor; motion passed.** The meeting adjourned at
78 9:13 PM. **The next meeting will be held here at the Library in the Wensburg Room on Wednesday, May 8 at**
79 **6:45 PM.**