Stephenson Memorial Library Trustees 1 2 Town of Greenfield 3 **Approved Meeting Minutes** 4 Recorded by Janice Pack 5 May 8, 2019 6 7 Present: Bruce Dodge, Mary Ann Grant, Kathy Seigars, Diane Boilard, Ray Cilley, and Cheryl Rasmussen 8 Guest: Jean Rainier 9 Minutes: Kathy move to accept the minutes of April 3, 2019 as written; Bruce seconded. All were in favor; 10 motion passed. Non-Public Minutes: Bruce passed around the minutes from the non-public session held last month, and the 11 12 Trustees reviewed them. Kathy moved to approve, and Bruce seconded. All were in favor; motion passed. 13 Treasurer's Report: The last check Mary Ann wrote was in February, so not much has changed. The oil tank is 14 full; they topped it off the first of May. Everything looks okay. 15 Diane asked where the \$47 came from; that is the Petty Cash that comes from copies made, contributions to the 16 coffee fund, etc. Diane asked how that worked, and Cheryl and Mary Ann explained the process for Petty Cash. 17 A discussion followed regarding the other financial procedures that the Trustees follow. 18 Bruce spoke to Ken Paulsen last Saturday and he said he had gone back for a second and then a third printing. 19 Mary Ann said he donated \$1,200 from the book signing held here. The Trustees will find a clever way to say 20 "Thank You". 21 Diane asked if there was something we could do to further the Friends' understanding of the Merrill Funds; 22 Mary Ann said she would check at their next meeting. Diane moved to accept the Director's Report and Kathy 23 seconded. All were in favor; motion passed. 24 Cheryl went over coverage for the Starry Nights program in Bev's absence. Bruce asked if everyone had read 25 Bev's report. In it she mentions that she hasn't worked any further on the Policies and Procedures, has only 26 received one candidate for the Assistant Librarian's position, and will bring feedback from the conference she 27 attended to the next meeting. Summer Reading theme will be A Universe of Stories. Bruce noted that we 28 hadn't received any stats this month or last so we will need to follow up with her on that. The flagpole is fixed; 29 Mary Ann said we should send a Thank You for that. 30 Neal was not present but the Trustees referred to emails he had sent regarding the wiring for the awning which 31 has been delivered. 32 Second Reading of the Code of Conduct Policy: Bruce has not received an updated edited version, but he asked 33 for a vote to adopt. Diane moved to accept; Kathy seconded. All were in favor; motion passed. 34 Joint Meeting with the Friends: Bruce thought the meeting was good; Diane didn't feel we had reached any 35 conclusions or came away with any action items. The major focus will be the landscaping. As for the rotunda, 36 Bruce will talk to Rick about fixing the floor. Mary Ann will see if she can find out who did the Wilton Library 37 floor. Mary Ann asked what she should tell the Friends. Bruce said to let them talk about it and bring their ideas 38 to us. We talked about doing a Kick Off for the Landscaping project fundraising, perhaps a Formal Gala here 39 with Silent Auctions; something a little different than we've done in the past, maybe inscribed bricks and paving 40 stones. Bruce wants the Friends to pick something and bring it to us with their fundraising plan. 41 Ray said he had spoken to Barbara Miller in Peterborough; she has a business where she does grant writing. He

is going to get together with her for more information. He asked if someone from the Friends would like to join

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him. Mary Ann will ask at Thursday's meeting.

- 44 Bruce spoke to Sheldon Pennoyer, and he thought that doing everything on the Landscaping Plan would run
- 45 between \$60,000 and \$100,000. Fundraising was discussed further, including newer ways to raise money like
- 46 Go Fund Me. ACTION ITEM: Kathy will contact Paul about the bricks.
- 47 Ray asked if we would consider sponsoring another <u>SPIRIT</u> and getting the word out. The Trustees agreed that
- 48 might be a good idea. ACTION ITEM: Ray will find out when the next issue will be out and what the deadline
- 49 for content is.
- 50 Bruce said that he was glad that during the meeting with the Friends, the Friends and the Trustees had gotten to
- 51 know each other a little better.
- 52 Program Coverage: Beverly will be at the Conference so Kathy and Bruce agreed to host the program. The
- 53 Friends will supply goodies for this.
- 54 Diane had gone to the Orientation. One thing they suggested was having a running To Do List in every minutes.
- 55 She said the meeting minutes need to be posted to the public within 5 days. Janice clarified that the RSA states
- that the minutes have to be AVAILABLE within 5 days. Bruce prefers to wait until they have been Approved
- 57 before they are posted. Janice stressed that the minutes ARE available within 5 days, as she does email the draft
- 58 minutes to everyone within 5 days of each meeting. Diane said that she is willing to digitize the By-laws when
- 59 they are ready. Bruce said they are not in a digital file that anyone could access yet. There is a hard copy in a
- 60 binder. Diane noted that someone had told her that PDFs can be edited, and Bruce commented on this.
- Diane said that they also stressed that Trustees never work for the Library, not even in a volunteer capacity.
- She said when she was leaving Ken's event, she noticed that the car lights go right to the Inn. She wondered, as
- 63 a good neighbor, where the property line is and if a hedge could be planted there as some type of buffer. Ray
- said our hope is that we will be able to acquire some of the Inn's property to expand our parking area.
- 65 New Business: Bruce said the Yoga Class Instructor told him that the first class had 2 participants, the second
- class had 1. She cannot invest tons of time in this if no one is coming. The Trustees discussed the marketing of
- 67 this class.
- 68 Bruce wants to get a back up for Mary Ann. Mary Ann read previous minutes where Kathy had volunteered to
- sign the checks. She said that the bank wants a letter from Bruce, and gave him the specific information
- 70 necessary to add Kathy as a signor. Mary Ann gave Kathy a form that she needed to get back to the bank.
- 71 Bruce would like to get the Treasurer's Reports digitized. He will set up a spreadsheet and teach Mary Ann and
- 72 Kathy how to use it; this will enable the Trustees to keep better records.
- 73 Bruce said that Ken Paulsen wants them to begin considering the CIP this year, what capital projects they'd like
- 74 to put on their wish list. Bruce said it really hasn't changed heating and air conditioning, and insulation, was
- top on the list. Diane said she'd been collecting fuel cost data for the town previously. She noted that if the fuel
- costs had gone up, it could mean that the efficiency had been compromised. Bruce said the more data we have,
- 77 the better our argument will be.
- 78 Other Business: Ray said we'd spoken about the outdoor tables and chairs. He will speak to Rick about getting
- 79 them moved. He noted that the Fire Exit had a lot of items blocking the door; they need to be moved. He
- 80 thought we had talked about getting a push bar on that door; he'll talk to Rick about that as well.
- 81 ACTION ITEM: Mary Ann will send the Sportsman's Club a 'thank you'.
- 82 Kathy moved to adjourn the meeting at 8:11 PM. Diane seconded; all were in favor, motion passed.