Stephenson Memorial Library Trustees 1 2 Town of Greenfield 3 Approved Meeting Minutes 4 Recorded by Janice Pack 5 June 5, 2019 6 7 Present: Bruce Dodge, Mary Ann Grant, Kathy Seigars, Diane Boilard, and Bev Pietlicki 8 Minutes: Kathy moved to accept the minutes of May 8, 2019 as written; Diane seconded. All were in favor; 9 motion passed. Diane would like to see a running To Do List at the end of each set of Minutes. 10 Awning Update and Invoices - Before discussing the Awning, Neal Brown handed his keys to Diane. 11 Neal said we need a check from the Friends for \$215; Mary Ann will contact the Treasurer. Then this will go with 12 the invoice over to Catherine. Everyone had positive comments regarding the new awning. Diane asked Bev to 13 see what the cost of an extra remote would be. The Trustees thanked Neal for his work on this project. 14 <u>Treasurer's Report:</u> Mary Ann said the checking account balance is \$2,130.89. There were no checks written or deposited during May. The Merrill Fund is \$24,421.18. The sale of Ken Paulsen's books generated \$1,330 15 16 (\$1,290 plus \$40). Mary Ann noted that the electricity will be going up according to a flyer from Eversource. 17 She has asked Allen & Matthewson for a final report of gallons used this winter. The Memorial Day sale 18 generated \$600-\$700. Diane asked if Mary Ann was bonded as a Treasurer; she is not and there are no plans to 19 change that. Bev gave Diane a few details on how the budget works. Kathy moved to accept the Treasurer's 20 Report as written; Diane seconded. All were in favor; motion passed. 21 <u>Director's Report</u> - Bev hasn't spoken to Rick about the Adirondack chairs outside yet – she would like them 22 cleaned before the Messy Art Night. There is a ballast out up in the Teen Room; she will speak to him about 23 that. She will also speak to him about the project in the "Sewer Room" which was approved by Mike Borden. 24 She asked for approval for the holiday schedule. These dates were noted and approved. 25 Bruce asked if Bev was going to postpone buying a new computer. She has had a conversation with Allan 26 Treadwell who said her computer is still working well so she will wait until the end of the year and see if there is 27 money left in the budget for that. She is concerned that the browser history is not being cleared by the software 28 they are currently using. 29 She asked Mary Ann about the registration fee of \$114 for the First Lego League Team; this program will begin in 30 September. Jami Bascom gave \$100 to the Trustees for this. 31 Parking Lot Incident – Bruce related the incident regarding a belligerent individual in the parking lot. Brian 32 Giammarino wanted to arrest him, but Bev felt that wasn't the best practice. She would like the Trustees to 33 send a letter informing him of the Library's policies and revoking his rights to use the Library. She would like 34 someone to follow up on this. It was decided that a Trustee will touch base with Brian about this; Bruce will do 35 this first. Bev has written a report for Brian, and will write one for the Trustees. 36 New Hires – Bev recommended Cheri Brodeur be "promoted" from Substitute to Permanent employee status as 37 Circulation Assistant with an option to assume Children's Assistant duties. She has interviewed Lori Turner and 38 recommends her as our new Substitute. Kathy moved to approve Bev's recommendations; Diane seconded. 39 **All were in favor; motion passed.** Bev shared her plans for compensation. 40 Friends Update: - Mary Ann said that the Friends thought the joint Friends/Trustees Meeting was good. She 41 recapped the Yard Sale and said they raised \$600-\$700. The Ken Paulsen deposit is not presently encumbered. 42 She would like to see that encumbered and not part of their amount available for spending. Bev said the Friends 43 asked her to come up with a Wish List and she has some good ideas for Teen Furniture and Window Treatments.

- 44 Diane said we needed someone to move the question at a Friends Meeting so the funds can be encumbered.
- 45 Bev said that she had done the research on the Back Pack project and the amount for that would run from \$800
- 46 to \$1500. Bruce asked Bev to write up the information and give it to the Friends. Bev said she preferred to do
- 47 that in the Spring. Now she would like to concentrate on the Teen Area. Bruce said the Friends need direction,
- 48 not discussion. Bev will give Mary Ann the list of items and their costs so the Trustees can release the funds.
- 49 Diane's Trustee Orientation Trustee By-Laws Diane would like to be involved in the development of the by-
- laws. Jami Bascom will also be involved. She asked if Bruce had created a spreadsheet, but if we are going to
- 51 get the financial information electronically, perhaps it won't be necessary. Diane asked if Kathy had gotten
- 52 information on bricks; she has not heard back from her source. Bev said she might have a source. Diane asked
- about the Thank You card to be created for Ken; this is in process. The card for Neal was already done. She
- needs a code to come into the Library, so she will come speak to Bev.
- 55 CIP if Time Allows There were 2 items left over from the previous CIPS totaling about \$85,000 (Climate
- Management and Energy Conservation Systems). The new item is the Landscaping project. Changing the
- lighting to LED is also a project they are looking at; Rick is going to look at that. Bruce said getting the heat,
- insulation and cooling taken care of should be our first priority.
- 59 Bev shared notes from a presentation regarding funding; she will send this to the Trustees.
- 60 Bruce said the Landscaping would qualify for CIP but he'd like to keep that for private fundraising and Kathy
- agreed that it was a "want" and not a "need".
- 62 Other Business:

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- 63 Bruce said Aaron Patt sent an email regarding a town-wide meeting of all employees to discuss Greenfield's
- cultures and goals as a Town. This will be 6:00 PM on June 27, July 11, or July 25th. It looks like July 11th would
- be the best bet for this group.
- There are 6 new lamp posts going up to beautify downtown. Families and entities have donated funds to
- 67 sponsor these, but there is one that needs to be sponsored still. Mary Ann said the Trustees had talked about
- hosting a Gala for fundraising. Diane said she would invite Oprah Winfrey.
- 69 Kathy moved to adjourn the meeting at 8:47 PM. Bruce seconded; all were in favor, motion passed.

83 **MARY ANN** 84 Contact the Treasurer of the Friends and get a check for \$215 for the awning. Bring the check over to 85 Catherine to mail. 86 87 BEV Find out the cost of an extra remote for the awning. 88 89 Ask Rick to clean the chairs before Messy Art Night and replace a ballast out up in the Teen Room. 90 Also speak to him about the project in the "Sewer Room" which was approved by Mike Borden. 91 • Write a report for the Trustees about the incident in the parking lot. • Write up the "Wish List" with specific projects and costs, and give it to the Friends so they can encumber 92 93 the money. 94 • Send notes regarding funding to the Trustees 95 96 **BRUCE** 97 • Speak to Brian G about the incident in the parking lot 98 99 **DIANE** Speak to Bev about a code to enter the Library 100

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TO DO List