

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

July 10, 2019

Present: Bruce Dodge, Mary Ann Grant, Kathy Seigars, Ray Cilley, Diane Boilard, Bev Pietlicki

Guest: Barbara Miller

Meeting Opened: 6:45 PM

MINUTES – The preliminary minutes of the June 5th meeting were reviewed. **Diane motioned to accept the minutes as written and Bruce seconded. All were in favor; motioned passed.**

GRANT PRESENTATION – Ray let the Trustees know the purpose of Barbara's visit to our meeting tonight is to enlighten us on the grant writing process. She may be able to help us create a story to use toward raising the money necessary for the proposed renovation and landscaping project. Barbara Miller was a Selectman in Peterborough and has written many grants. She is here tonight to present; the Library isn't committed to anything at this point.

Barbara asked the Trustees what was important to them, what they wanted her to talk about. Ray said that outdoor landscaping had been discussed for over 15 years, and recently we've had Sheldon Pennoyer draw up preliminary plans and a budget. We have some private donations that have been pledged to this project; Barbara said it would be good to provide that information to the community. Ray said we'd probably do this in phases with the front entrance one of the primary "needs" rather than "wants" because of the ADA accessibility. The other end of the building is more of a "want". Bruce said this particular lot is important to the Town, and beautifying it is important as it raises the Town up; it's a sign of the vitality of the Town. Barbara asked about the piece of property adjacent which would be great to use for additional parking; that is not currently for sale but could be a third piece of the project. Barbara asked about lifts or elevators; the Library does not currently have one. Bruce said we'd have to build outside if we were to add one as there is no room inside. Sheldon had said that the outdoor ramp was not ADA compliant; the current plan shows a double ramp which makes the grade a lot gentler, with steps beside it.

Bruce would like to hear about the process, and how we measure our eligibility for grants. What is the timeframe? Do we need to get real numbers? Barbara said that often a preliminary quote is acceptable and we can just state that we will be putting it out for bid.

Barbara handed out a folder which contained an agenda, additional details and a memorandum of understanding. She said her database contains over 140,000 different foundations/funding sources. She said she can customize a process to move forward depending on what we are looking for. She can just provide a strategy and a list of funding sources; she can write the grants for us or she can simply oversee the grant writing process. After an award, she recommends press releases and showing how the funds were spent.

Before she writes a grant, she calls and speaks to the funding source to pre-qualify the source. Getting feedback first is helpful in knowing how much to ask for. She said most foundations don't want to fund an entire project, and some don't want to be the first dollars in.

As this isn't an exact science, it could be 90 days or 30 days before you hear back. She's found that 30% are funded immediately, 30% are not funded immediately and the rest are held on to a little longer for consideration. Bruce said most grants we've looked at have a deadline. Barbara said some, like LCHIP, are an

43 annual grant – their next deadline is June 2020. She said its important to be concise and succinct. She finds the
44 word requirement grants are the hardest.

45 Writing the story is perhaps the most critical part. She said she didn't find anything about the Library when she
46 looked for its history, and including that would be an important part of the story. Barbara said talking about
47 previous renovations and how they were funded could be an important way to show community support, as
48 well as detailing what activities go on here. Bruce noted that the Library is the Internet Hub of the community
49 as not all areas have high speed internet. Barbara said we need to show the usage and the impact to the
50 community; we should put it on our website, too. She asked if this building was on the list of Historic Buildings;
51 Bob Marshall didn't think it would qualify now because of the addition. Barbara said it would be easy to register
52 if it did qualify.

53 She asked if we had ever done a community needs assessment; Bob said they had done the Charrette. She
54 asked if the Library had been mentioned as something important to them. She said showing the numbers of
55 different types of usage was important. Bev does keep track of all activities, circulation and walk-ins.

56 Mary Ann said that Greenfield no longer has an official Recreation Department, and now the Library has become
57 the major social center of the Town. Bruce noted the outreach to the Commons, too, as well as our
58 relationships with the school and a daycare center. Bruce said the Library is the heart of the town. He will mine
59 the Historical Society for more information about the building. Barbara said that would be great, and if we
60 decide to procure her services, she would need to interview several people for more information. She doesn't
61 charge for phone conversations, only face to face consultations. Barbara said that the Federal Government
62 assigns a value to all volunteer hours which we would need to show.

63 Ray said that the Friends of the Meetinghouse are going to want to do grant writing and fundraising, and he
64 wondered if we would be in competition with them. Barbara said we could be. Bruce asked about matching
65 funds, and Barbara said that's where we could use our volunteer hours. Bob asked if there was any value to
66 collaborative efforts – would working together be a positive approach if we put some of these projects
67 together? Barbara said she'd have to look into that.

68 Ray asked what the next step was. Barbara said she will put together a list of 10 priority foundations we could
69 get money from, and approximately how much. She'd like to work with a core group to fill in the template.
70 Bruce will work on the history. Barbara suggested we call in several people and tape an interview with them;
71 this could also be added to the website. Barbara mentioned capacity building grants which could be used to
72 upgrade the website, too. Bruce noted we were planning a kick off fundraising event; Barbara said that would
73 look good to the foundations, too.

74 Diane asked about the MOU and Barbara said she charges \$75 an hour. It would be \$375 for each grant she
75 writes, or less. Barbara said she should pay for herself; if she didn't bring in enough to cover her costs and the
76 costs of the project, then she shouldn't be here. Ray asked if she received a percentage of what she raised;
77 Barbara said it would raise a red flag if we couldn't fund a grant writer. She does always look at the numbers;
78 she doesn't feel she should take in more than 5% of what she raises.

79 Ray asked, based on the numbers we were showing her, what would the timeframe be? Barbara said within 6
80 months we should have money coming in. She reminded all that some grants were only issued once a year, so it
81 does require a good deal of patience. Barbara thanked the Trustees for inviting her, and said she looked
82 forward to working with them.

83 After she'd gone, the Trustees felt that we really need her services; there's no way we could do it without her.
84 Diane felt cost was a concern, but Bruce said we were fine to move forward. **Diane made a motion to hire**

85 **Barbara Miller as a grant writer. Kathy seconded. All were in favor; motion passed.** Ray asked what limit we
86 would go with; Bruce said \$5,000 to start. All agreed. Ray will let her know.

87 TREASURER'S REPORT – Mary Ann said the checking account is down to \$1806.39. The petty cash collected in
88 May and June was deposited; \$56.20 and \$53.30 respectively. The balance paid to the electrician for the awning
89 was \$215.

90 Bev will ask David Bridgewater for an estimate to build a podium.

91 Mary Ann said we need to start thinking about the budget and if there is anything else we want to do this year.
92 Bruce said we want to buy 2 new computers.

93 **Kathy motioned to accept the Treasurer's Report as presented; Diane seconded. All were in favor; motion**
94 **passed.**

95 DIRECTOR'S REPPORT – Bev said that in response to the incident that happened and which was discussed at our
96 last meeting, she has purchased panic alarms on lanyards for each staff member.

97 Rick will do a program on fire extinguishers for the library staff.

98 Bev spoke to Pat Fickett from the Wilton Library about their floor which it turns out is much different from ours.
99 Rick told her that he knows someone who may be able to do ours. Ray also had a contact who might be able to
100 give us a quote.

101 Bruce noted that we are looking for a new IT Contractor for the Library. Bev said she has some computer
102 incompatibility. She'd like to install a better wireless system, and has been talking to TDS.

103 She would like to work on job descriptions and evaluations, and discuss this in August. She's been working on
104 policies and procedures, and liked Diane's suggestion of creating a List of Staff Duties and Responsibilities.

105 DIANE'S TRUSTEE ORIENTATION TRUSTEE BY-LAWS – This will be tabled

106 CIP FOLLOW UP MEETING 7/18, 6 PM – Bruce has scheduled this meeting to go over the projected larger
107 expenses for Capital Improvement Projects.

108 OTHER - The Library To Do List

109 Encumbering the money from Ken Paulsen has not been done yet. Bev spoke about her Wish List and she has
110 done this and sent it to the Friends. Bruce said we should encumber our half of the money for one of our
111 projects and Bev suggested we put it toward the rotunda floor. All were in agreement.

112 Kathy will ask her son-in-law about a source for bricks.

113 Fall Fundraiser – Bruce is waiting to hear back from the Friends. He has a band that would perform for free.
114 Possibly a 5:00-8:00 PM on a Saturday. Janice will donate a raffle basket.

115 Ray was going to talk to Rick McQuade about the push bar on the door and the tables and chairs outside. He has
116 left Rick a message.

117 Bruce said that the paperwork Diane had sent around previously said there should be 3 alternate trustees.
118 Bruce wondered if this was something we'd like to pursue. Mary Ann would like to ask Jean Rainier.

119 Diane asked about the By-Laws update meeting; she will be part of that; Bruce said they will hold that meeting
120 soon.

121 Mary Ann asked that a Thank you note be sent to Jamie Bascom for the \$99 donation she made to the Lego
122 League. Diane will do this. Bev will give her a package of Library Thank You cards.

123 Diane noted that we'll need to go beyond our own local webpages to promote the upcoming Gala and broaden
124 our marketing of our events. Bev has a list which she will update and share.

125 Mary Ann said she is concerned about the tree out in front, and noted that the bush looks really horrible. She
126 bought some hanging plants for the Library and would like to be reimbursed for \$111. **Diane motioned to**
127 **reimburse Mary Ann, and Bruce seconded. All were in favor; motion passed.** Kathy asked Bev to ask David if
128 he could make a bigger box for the Town Line flowers.

129 **Bruce moved to adjourn and Diane seconded. All were in favor; motion passed.** The meeting adjourned at
130 9:12 PM.

131 **The next meeting will be held here at the Library in the Wensburg Room on Wednesday, August 14 at 6:45**
132 **PM.**