

Stephenson Memorial Library Trustees

Town of Greenfield

Meeting Minutes

Recorded by Janice Pack

August 14, 2019

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

It was noted that Mary Ann will be a voting member tonight

Meeting Opened: 6:45 PM

MINUTES – The preliminary minutes of the July 10th meeting were reviewed. Mary Ann noted that the tree out front was NOT being removed, but she was concerned about it. Janice will amend that sentence. **Diane motioned to accept the minutes as amended and Kathy seconded. All were in favor; motion passed.**

TREASURER'S REPORT – The balance in the checking account is \$2,906.79. Mary Ann said there had been a lot of donations this month. The Petty Cash taken in was \$75.40. The Merrill Fund as of 7/18/19 is \$24,206.18. **Kathy motioned to accept the Treasurer's Report as presented; Diane seconded. All were in favor; motion passed.**

GRANT UPDATE – Ray said the core group met last week. Barbara Miller had emailed a follow up list of 8 items that she is looking for. The core group went through them and divided up the tasks. Ray confirmed the cap of \$5,000. Ray said that Beverly had offered to send Barbara the cost breakdown; she has not done that yet. Bev would like to get more details from Sheldon. Barbara had said it would be helpful to know any prior funding sources; Ray asked who would take responsibility for getting this information. Mary Ann said she would do that. Bob Marshall had offered to search for documents. Should the funds go through the Library, the Friends, or the Trustees? It was thought that they would go through the Friends. The core group will meet again on the 21st at 6:00, and then meet with Barbara on September 4th. A Project Name is needed. Ray asked if we wanted to make it a contest. Diane noted it might be a good way to get other people involved.

Bev spoke to Terry Knowles about whether or not they would have to have a public hearing to accept any funds over \$5,000. She said the Friends would not be subject to the same laws. Bev spoke to Aaron Patt and he had some concerns which she shared with the Trustees. Bev would like to put something in the Spirit to let the townspeople know what is going on. Mary Ann said the Gala is to let people know about this project. Ray said the core group had spoken about how to get the word out. Diane asked if the Gala was being put on by the Trustees and the Friends; it was thought it would be a joint effort. Bruce will plan to attend the Friends meeting to work out details for the Gala. The target date is November 16th at 5:00 PM. It will be informal, with music and appetizers.

Ray will go back through the emails to be sure everyone has the emails that Barbara sent. Kathy will call Corelle on Monday. Bruce will do the Statement of Need and Project Description. Ray will work with Sheldon on the budget. Bev will do the Annual Operating Budget for the Library and the List of Activities. Val is doing the minutes for the core group. Bev asked if Val would come in and fill out a Volunteer Form and start logging her hours.

DIRECTOR'S REPORT – Bev said the smoke detector has been installed. She has made some calls about the rotunda floor and is waiting to hear back. Ray said there is a flooring guy in Greenfield, James Smith, that she might want to try.

Regarding the statistics, the Readers Advisory figures are skewed because accurate records were not being kept.

43 It was noted that the Staff could be more “retail friendly”. Suggest they at least look up, make eye contact, and
 44 say Hi.

45 Bruce asked if Bev had received any feedback from the school about last year’s outreach. Bev has not. She was
 46 contacted by the Boys and Girls Club. Aaron went over with her what was supposed to be in a Personnel File.
 47 He also gave her an editable document of the Town’s Personnel Policy that she can modify for the Library to use.
 48 She said she is recommending a 5% increase for each of the staff; she will add more details when we speak
 49 about the budget. She also wants to recommend a 14-year-old for hire; her name Jaelyn Gagnon. **A motion**
 50 **was made by Bruce, and seconded by Diane, to extend an offer of employment to Jaelyn Gagnon. All were in**
 51 **favor; motion passed.**

52 Bev gave an update on Technology and Steve Jussif does feel that her computer needs to be replaced. Bruce
 53 said that has already been authorized. Bev said the fire wall needs to be updated, too.

54 She said there has been an incident and a form has been filled out and will be kept on file.

55 BUDGET– Bev wonders if any directive has been made regarding keeping a level budget. Diane said that we do
 56 need to increase the salaries of our employees. **Diane moved to approve the 5% increase for the staff. Kathy**
 57 **seconded. All were in favor; motion passed.** Bev said there was a Supervisor’s Training that she would like to
 58 attend; she was encouraged to do that.

59 Bruce asked where the biggest challenge this year in the budget is. Bev said Supplies and Technology; she has
 60 already run out of funds in those lines for 2019. Bruce told her to increase those lines for next year. Bev said
 61 she had put the printer in the Supplies line. Mary Ann said we’re not using some of the petty cash money we’re
 62 collecting. Bruce said we should be doing that. Bruce asked how much the new IT company would be charging
 63 us next year, and Bev said he charges \$85/hour. She is budgeting 25 hours. She said that Steve will do things
 64 remotely without charge. She does not have any kind of contract with him. Bruce would like a written list of
 65 expectations of service.

66 Bruce asked if Bev wanted 2 new computers. Bev would like to use some of the funds for Enterprise which
 67 would allow them to track internet usage. She could either do one computer and Enterprise, or increase the
 68 budget to get both computers and Enterprise. Bruce is in favor of one computer and Enterprise, and Diane and
 69 Kathy agreed with that. Bruce will call Allan Treadwell to request the sonic wall password.

70 Bruce asked what kind of supply increase Bev would like. Bev will give a list of regular supplies ordered and
 71 costs at the next meeting.

72 Ray said reading what is going on with the School budget, the Selectmen are going to request a level budget.
 73 However, Ray said that isn’t fair to most of the people working in town to have to keep paring down.

74 OTHER - The Library To Do List – Diane went over the List to see which items have been done. Diane has agreed
 75 to be the Keeper of the List and to update the action items.

76 **Bruce moved to add a 3rd alternate; Diane seconded. All were in favor, motion passed.** The position will be
 77 offered to Jean Rainier.

78 **Bruce moved to adjourn and Diane seconded. All were in favor; motion passed.** The meeting adjourned at
 79 8:57 PM.

80 *The next meeting will be held here at the Library in the Wensburg Room on Wednesday, September 11 at 6:45*
 81 *PM. Janice noted that she will be on vacation the first 2 weeks of September. Bruce will see if the clerk for the*
 82 *Friends will be able to take the minutes on September 11th.*