**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

 Approved Meeting Minutes

Recorded by Janice Pack

April 5, 2017

**Present:** Bruce Dodge, Mary Ann Grant, Jami Bascom, Neal Brown, Bev Pietlicki, Ray Cilley

**Meeting Opened**: 6:37 PM

**Minutes**: The Minutes of the March 1, 2017 meeting were reviewed. Jami motioned to accept the minutes as written. Neal seconded, and all were in favor. Motion passed.

**Treasurer’s Report:**

Mary Ann reviewed the budget. There was a question as to how the Wildlife Encounters program was supposed to be paid for; the Trustees had paid $355 for the program and were wondering if there was a grant in place or if it was coming out of the program budget. Mary Ann pointed out that utilities (heat and electric) were at higher percentages this year than last; the rest of the line items seemed to be on par. The Trustees discussed increased heating costs and the programable thermostat downstairs. Bev has placed a lock over it to better control costs. Jami mentioned that since the downstairs room is not used often, perhaps setting the thermostat at a much lower temperature in the winter will help. A written policy was brought up as being a good idea. Jami also mentioned that there is a thermostat in the bathroom upstairs. She had seen it set at 70 and she felt that needed to be checked, too. Jami asked what a 7 day programable thermostat would cost – the current one is a 2 day programable. Bev will ask Rick about this. Bev also noted that the black dehumidifier out in the hallway was not working. Ray asked if Underwood’s invoice was paid, and Neal said Yes.

Ray mentioned the contract with Mathewson Companies for the Foundation Repair, and wanted to be sure the process for approving payment was clear. Funds were coming from 3 sources: $10,000 from the Town, $52,000 from the Warrant Article, and about $7,000 from Capital Reserves. Ray explained what a performance bond was, and that Allen and Mathewson had offered a deduct of $2,033 if the bond requirement was waived. Because of their reputation, Ray recommended that we waive the requirement. That money could be used for landscaping after the project was finished. He also wondered if there might be additional budget money available since the grounds would not need to be mowed during the construction.

Mary Ann asked when the construction was supposed to start. Ray said the contract said June 1st, but a lot would depend on the weather. Mary Ann said on May 27th there was a large yard sale/book sale planned, and Ray said then perhaps the June 1st start date was a good one.

Bruce made a motion to accept Ray’s recommendation to waive the performance bond. Neal seconded it, and all were in favor. Motion passed. **ACTION ITEM: Ray will have the contract written up with the performance bond deletion.**

Bruce moved to accept the Treasurer’s Report, and Jami seconded it. All were in favor. Motion passed.

**Budget Concerns over Part Time Wages:**

The Trustees were concerned that the part time wages were exceeding Julie’s budgeted amount. Bev has reviewed the original spreadsheet, and put things back into balance with hours and part time personnel, and feels that it is really close now.

**Review of Town Meeting:**

Jami said it was a breath of fresh air. Neal said that the only negative was the salary issue for Rick McQuade (Buildings and Grounds). Jami said that Ray had done a great job in presenting the Warrant Article. The Trustees want to thank the townspeople for their support.

Bruce said another controversial issue was the Library’s own capital reserve fund versus the Town’s fund because it seemed a little one sided. Bob Marshall had spoken to that, and seemed to explain it well.

**Director’s Report:**

Bev Pietlicki presented her first official Director’s Report. Jami asked if the filters in the dehumidifiers were being cleaned on a regular basis. Bev said she didn’t think so, but will include that going forward. She asked if the cleaning company could handle that; she will ask them. Bev has done a telescope policy. Jami questioned if the staff had training on the telescope, and Bev said “Yes”. Bruce moved to accept the telescope policy. Neal seconded, and all were in favor. Motion passed.

Neal asked what Bev’s plans were for the nonfiction section. Bev would like to take some time and familiarize herself with the community so she can make that section relevant. The Trustees agreed.

Jami asked about the numbers for patrons coming in. Mary Ann said all of the staff know to half that number, as the counter counts people coming AND going. Bev will doublecheck the numbers. Bev pointed out that she planned to apply for the Summer Reading program grant. She has also applied for the Bruins grant. Bev mentioned that a famous illustrator was coming soon, and she was very pleased about that.

Bruce asked about the Eco Pro machine which cleans the DVDS. Bev recommends that we pay the increased amount of $25/month.

Bev mentioned a conference being held in Chicago that she might like to attend – the American Library Association. Jami said there is a line item for conferences. The Trustees support her attendance, as long as she can cover her own airfare.

Bruce will be taking BLENDER, a 3-D design program. This is something we will be able to introduce to the kids; Andre Wood is also very familiar with this program.

Bev spoke with the Treadwells regarding a laptop to be used with the projector for presentations. She will ask for a price.

Neal asked if Bev had ever brought in a magician; he thought the kids would love that. Bev said the theme this year for Summer Reading is Build a Better World. Neal said “think good thoughts, say good words, do good deeds” was a great message.

Jami asked about Photo Safari. This program will be held in July or August. Ray and Jami mentioned that the NH Fish and Game does programs for free; Bev will look into that.

**Trustee Position:**

Bruce asked if anyone had any suggestions for the Trustee position. Several candidates were discussed. Everyone will think about this more and discuss it again next month**. ACTION ITEM: Ray and Mary Ann need to be appointed once again as Alternates. Bruce will write to the Select Board, and Ray and Mary Ann will need to be sworn in again.**

**Nominations of Officers:**

Neal motioned to keep the same slate of officers that we currently have. Bruce seconded. All were in favor. Motion passed. Bruce will remain Chair. Mary Ann will remain Treasurer. Jami will remain Secretary.

**Other Business:**

Bruce asked who was going to go to the NHLA conference this year. Neal and Jami do not want to go; Bruce may go. Neal thought maybe we should send Bev; she has been twice and feels that she always gets something from it. Jami said perhaps the Friends would be interested in going. **ACTION ITEM: Bev will look up the fee for membership as no one recalls seeing the bill. Mary Ann will bring it up to the Friends.**

**Flag –** Jami noticed that the flag is tattered, and needs to be replaced. Neal said he will personally buy the flag and make a gift of it.

**Website -** The website is up. Bruce asked if the Trustees wanted to have any presence on it; to make content to post on it. Jami said we might want to post information on the construction project going on, on an as-needed basis. Bev said they could submit items to her and she will post it.

**Snow Day Policy** - The policy regarding what to do when the library is closed for a snow day was discussed.

**Recording Clerk** - Janice mentioned that at Town Meeting the budget had passed giving the Town employees a COLA (cost of living adjustment), which as a Town employee, she would receive. However, Paul Renaud, Janice’s supervisor for Planning Board and EDAC, has given Janice a $0.75 per hour increase, which was also approved. Janice asked if the Library Trustees would also approve that increase in lieu of the COLA. Being a part time employee working approximately 3 hours a month for the Library Trustees, Jami calculated the anticipated increase to the budget and said that she found no reason not to approve this. Jami made a motion to increase Janice’s pay by $0.75/hour. This was seconded by Neal. All were in favor; motion passed.

**Friends –** Mary Ann said the book sales will now be held 4 times a year. The Friends will be working as Volunteers. The Yard Sale will be held on May 27th from 9:00 to 3:00. Mary Ann asked for donations of baked goods and unwanted items. Mary Ann said that Bev has asked for a shredder; Bruce recommended getting one that can shred credit cards and cd’s too. The next Armchair Travel program will be held on April 12th; Mary Ann will set up for this one and buy the cookies. She suggested we find some way to show our appreciation to the presenter. Jami asked if we were doing any advertising for this program. Ideas were discussed to get the word out. The next Traveling Armchair presentations were mentioned (May 10th Rocky Mountains; and June 14th The Pacific Northwest).

Jami moved to adjourn the meeting, and Neal seconded. All were in favor. Motion passed.

**The meeting adjourned at 9:05 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk