

**Stephenson Memorial Library Trustees**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

October 9, 2019

**Present:** Bruce Dodge, Kathy Seigars, Diane Boilard, Jean Rube-Rainier, and Bev Pietlicki

**Minutes:** Kathy moved to accept the minutes of September 11, 2019 as written, with a correction to Jean's last name; Diane seconded. All were in favor; motion passed.

**Treasurer's Report:** Mary Ann is not here tonight, so Kathy moved to table the Treasurer's Report; Diane seconded. All were in favor; motion passed.

**Director's Report** - Bev said Rick had replaced some light bulbs. She asked if anyone else would like to reach out to him. She has no idea what he has in his budget for the Library next year. She'd like to get the step done downstairs by the bathroom. She suggested a "walk around" to see what else should be attended to. She said the Budget/Finances/Stats were going okay. Bruce noticed that normal circulation was down by almost half. Diane said the digital circulation is up though. They received about \$430 worth of books from the Library of Congress grants. Shannon Spears won the TV raffle. The "Christmas in Greenfield" event was discussed; Bev said it was a collaboration of the Friends of the Library and the PTO. Part of it happens at the Meeting House, and part of it happens here.

Bev said the Outreach to the Elementary School was successful. She will be taking off Thanksgiving week for vacation. She was accepted for the Primex Supervisors Academy. **Diane moved to accept the Director's Report; Kathy seconded. All were in favor; motion passed.**

**Land Purchase** – Bruce gave an update on the meeting with the Select Board last week and they are in total support of the plan to make an offer that will alleviate the issue of back taxes to purchase some additional land next door. There are a couple of issues; the Town tax map is not consistent with the quick survey that was done concerning the acreage. They also discovered that in 1997 the Town passed an RSA that allows the Library Trustees to accept money without a vote of the Town. There was a discussion on how much the back taxes would cover, which will depend on the purchase price agreed on.

**Grant Update** - Bev said Ray had spoken with Barbara and she will be providing an update. She is looking for more details from Sheldon. Ray will be at the Library tomorrow at 3:00 with the Realtor. Bev had forwarded to the Trustees an opportunity to go to a Grants Workshop in Peterborough and plans to attend.

**2020 Budget Final** – Bev handed out a Final Budget with a new look and explained how she had revised it. The total proposed budget for 2020 is \$120,037; up from \$116,896 in 2019. Ancestry was discussed; she said as a matter of course we subscribe to Ancestry. Diane asked what part of Ancestry (which is a software) belongs under Books rather than Software; Bev said she wanted to keep the Software budget flat. Diane and Bruce suggested it go back into the Technology budget. The additional \$75 won't make that much of a difference. The Trustees offered some suggestions on the way her budget was formatted. Bev asked for a vote on the cover page which will be sent to Aaron Patt. Bruce said he wanted to add a 3% increase to the Director's line item. (\$1297.92)

Diane asked about the increases to Electricity and Fuel when we haven't been spending that much. We're on track to stay on budget this year. Diane asked if \$5000 would be a comfortable increase for Electricity, and

Bruce said he was okay with that. Bev said its hard to predict, but she was told we might want to increase the Fuel line. Bruce said Fuel worries him the most. It was agreed to leave that alone.

Diane reminded Bev that she needs to go to Mary Ann for money for supplies for the copy machine rather than taking that money out of her budget. The General Supplies line will remain the same as the additional money for ink will come from Mary Ann out of Petty Cash. **Diane moved to accept the Budget as amended. Bruce seconded. All were in favor; motion passed.**

To Do List – Diane said the list has gone down, which is great, and she went through the list to see what had been accomplished and what still needs to be done.

Other Business - Diane said Beverly had given her a compilation of what other towns are paying for their wages, and Bev passed around the wage sheet to the Trustees for review. The Trustees are committed to continuing to increase wages, especially in lieu of the anticipated minimum wage increase to \$15.

Bruce asked how the awning worked last summer. Did it keep the room cool? Bev said it worked great – just look at the electric bill. She said it was a “night and day” difference. Bruce said she should speak on that at Town Meeting.

Bruce went over the following important dates:

Budget Dates

October 15	Preliminary Budget Due
October 17	BOS and Budget AC review
October 24	BOS and Budget AC review
November 7	SML Board Meets with BOS and Budget AC
January 6	Yearly Reports Due
February 4	Warrants Due
February 13	Public Hearing

Kathy asked about the Open House in November 16th; we’ll do this on a Saturday after the Library is closed. Diane asked if it wasn’t the Friends who were hosting the Information Session? Bev thought it was the Library who was doing that. Bev said there appears to be some communication missing. The next meeting of the Friends is October 17<sup>th</sup>; Kathy and Diane put it on their calendar to attend.

**Kathy moved to adjourn the meeting at 8:25 PM. Diane seconded; all were in favor, motion passed. The next meeting will be on the 13<sup>th</sup> of November at 6:45 PM.**