

# Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

November 13, 2019

**Present:** Bruce Dodge, Kathy Seigars, Diane Boilard, Jean Rube-Rainier, and Mary Ann Grant

Also present: Friends members Sheila Nichols, Agneta Brown, Linda Nickerson, Mary Ann Beard, Vali Hannings

**Minutes:** Kathy moved to accept the minutes of October 9, 2019; Diane seconded. Discussion: Diane asked that we put in a Land Purchase heading and separate the paragraphs rather than having them all fall under Grant Update. **Call the question to approve the minutes as amended: All were in favor; motion passed.**

**Treasurer's Report:** Mary Ann said that we're nearing the end of the year, and doing pretty well. The Merrill Fund is at \$23,672.18 after paying Barbara Miler's initial bill. The only line that's over is General Supplies and Postage, but there will be enough to cover that left in the other lines. **Bruce moved to accept the Treasurer's Report; Diane seconded. All were in favor; motion passed.**

**Director's Report** - Bev isn't here tonight; she's attending the PRIMEX Supervisor Training. Diane saw a jump in the numbers Bev provided and had asked if she was recording them differently but Bev said it was normal for this time of year. Sheila asked how many people were here for Halloween; Mary Ann thought it was over 200. Sheila asked if there had been any change in hours, but Bruce said they were stable.

**Grant Update** – Ray isn't here tonight; no one else had updates.

**SML Friends** – Bruce said that we need to redefine our roles to work together better. His understanding is that they are the Fundraising Arm of the Library. They are a 501c3; the RSAs prefer that the Friends accept any donations. Bruce said they are the Fundraising Arm of the Library and the Keeper of Money. Linda said in her mind, that's not what they are. They do raise some funds for specific purposes, but that's not the biggest thing that they do. They don't raise that many funds; they are a small group. She doesn't think the Friends should be defined that way. Vali added that they raise the funds they need to for the programs they want to do.

Mary Ann said maybe they're not the Fundraising Arm, and she agrees that isn't all the Friends do, but maybe they should try and do more. The By-Laws are old, but any other Friends group in any other Library, that IS their primary purpose. Bruce said by the RSAs, that is their definition. Mary Ann asked if they had an updated Mission Statement. They do not. Their By-Laws have been in the process of being rewritten for about 4 years.

The mission statement of the Friends does not mention fundraising at all other than "supplemental funding". Bruce said he sees the Friends as a similar entity to the Fireman's Auxiliary. They work with the Fire Chief to provide things that he needs.

The Information Meeting was discussed. The point is to educate the town on what we plan to do. Bruce stressed that people need to understand that the funds for this project will not be coming from taxation.

Sheila asked if the Trustees were "the Boss" of the Friends, or if they were a separate entity. Bruce said they were separate. She said if they're all equal people at the table, they need to be part of the discussion and not told what to do. Bruce is looking at the Informational Meeting as a presentation, like a dress rehearsal for the Gala. Linda thought perhaps it should be combined with another event, as promoting an hour long or 90-minute-long event on the future of the Library doesn't sound like an event she would want to attend. Perhaps if it were a drop-in kind of thing? Sheila noted that having something for the kids during the presentation, like a

movie, might work. There was a discussion on who the Trustees wanted to reach; what demographic the presentation was geared to. Holding it in conjunction with Winter Carnival seemed like a good idea.

Bruce noted on December 7<sup>th</sup> the Fire Department was hosting the Nelson Town Band. The Christmas Tree lighting at the Library will be December 6<sup>th</sup>. Linda said while that isn't a place for a presentation, they could present a flyer at that event. Bruce said we have the information; we can talk about the grant and the project.

The consensus was to hold several smaller "hits" rather than one big 90-minute presentation. Different ways to get the information out to everyone was discussed. In addition to a brochure, maybe a bookmark could be created. Bruce will work on a flyer.

Diane said a big Thank You to all of the Friends for a very successful Halloween program.

Land Update – Jarvis Adams IV is looking to buy the Inn and is open to giving us an option on the land. The current owners owe about \$10,000 in back taxes. A negotiation has been started for the Town to forgive that amount and the Library Trustees to cover the rest for the land purchase to expand the Library's parking lot area.

Budget Update - The CIP currently holds about \$30,000 for the roof repairs; once it reaches about \$50,000 matching grants can be applied for.

Linda said as far as the Christmas lighting goes, there was some damage to the lights and many will need to be restrung. She thought perhaps we should get more heavy-duty lights.

Bruce asked when the Trustees want to meet with the Select Board to discuss the budget. It was decided to meet with the Selectmen at their next meeting.

Diane said the part time labor line had a 78-hour reduction in the budget. She feels that the Children's Librarian should not get a reduction in hours. **Bruce moved to change the budget and add the hours back. Diane seconded. All were in favor; motion passed.** Diane will tell Bev to amend her budget.

The Annual Reports are due January 6<sup>th</sup>. Bruce asked who would like to volunteer to write it. Diane suggested since Bruce had the experience perhaps he should do it again this year. Suggested topics were the new parking lot and the expansion.

The Warrants – Bruce said there are none this year, but he has asked Bev to speak on last year's (the awning).

To Do List – Diane said she went on a tour of the building with Rick to see what was needed. Rick wanted specific directions from the Trustees on what to do with the drainage system. How is it to be maintained? Is he responsible for this? Kathy suggested we speak to Ray about this.

Rick said he could paint the rooms upstairs; the big cost would be moving things. They also spoke about getting the storage units lifted up on to pressure treated bases; there is still seepage downstairs. The rugs upstairs were just done but they have very visible stains again. Carpet cleaning is expensive; they really need to be replaced.

Other Business - Diane has a lot of questions about why things are the way they are on the Library webpages and has some ideas for changes. Diane and Kathy will sit with Bev while she makes the changes.

**Bruce moved to adjourn the meeting at 8:39 PM. Kathy seconded; all were in favor, motion passed.**

**The next meeting will be December 11, 2019 at 6:45 PM.**