

**Stephenson Memorial Library Trustees**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

December 11, 2019

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

**Minutes:** Kathy moved to accept the minutes of November 13, 2019; Diane seconded. Discussion: Diane said on Line 18 it should be "Mary Ann said", not "Diane". **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. It looks like a good budget. The heating fuel is at ¾ full; they filled it the end of November, so we shouldn't go over in that line.

Kathy said Bob Marshall asked what the difference in the Electric bill was after putting the awning up. Mary Ann said at that time, the air conditioning was on, so it might be hard to tell. Bruce said to look at the kilowatt hours. There was discussion on the Energy Audit that had been done at the Library not that long ago. Bev said looking at total amount for last year, we have saved a little.

**Kathy moved to accept the Treasurer's Report; Diane seconded. All were in favor; motion passed.**

**Director's Report** - Bev recommends a walk-around in the Spring. She sent out a spreadsheet on Supplies, broken out into 3 categories, and will continue to do research on where she can get things cheaper. Kathy asked how Bev thought the Christmas tree lighting went. Bev said it was very pleasant; there were about 100 people. Sherry was in the Children's Area; they loved the refreshments, and writing letters to Santa. Bev said she appreciated the Nickerson's coming over beforehand and shoveling out the area.

Mary Ann asked Bev for a wrap-up of her Supervisor's Course. Bev said it was terrific. Her Supervisor's package contains forms that will be helpful for doing policies. She enjoyed the premise for the course, and shared details of what she had learned. She thanked the Trustees for sending her. The reflection part of what she learned was to take a step back, let it happen, and document things. Diane asked if there was a part on interacting with staff; Bev said there was a lot of discussion on evaluations. She said her challenge is mostly due to the new hires not having previous training; it's harder to train new staff while maintaining a level of service.

Regarding Kathy and Diane coming in to learn more about the website, she contacted VTS and they've just missed a training so she'd like to take a day at home to do it. Kathy said she and Diane were thinking of coming in on a Tuesday morning.

Mary Ann said Diane has been going to Ken's Constitution programs and feels they are really good. Each is a little over an hour, and she thinks he should be compensated somehow. A \$100 gift card from the Hungry Goats Eatery was decided on.

**Water/Well** – Diane said they have decided to dig a new well rather than to hook the Library up to the old system. Cushing will be doing the work; hopefully beginning the end of next week. They are hoping Rick can find the plans for the old septic system. Diane is concerned about the new drainage system. Bruce would really like it to be in the back. Diane said they could request that.

- 40 Grant Update – Ray isn't here tonight; Bev said he had updated her on the property next door which Jarvis  
41 Adams V will be closing on next week. Bev said it sounded like Jarvis was willing to give the Library the property;  
42 she didn't know how that would work.
- 43 SML Friends – Bruce said that the Friends were handing out the brochures for the project and talking it up. He  
44 said at the Open House the turn out wasn't very good.
- 45 To Do List – Diane said her printer is out of whack, so she'll be back with the List at the next meeting.
- 46 Other Business – Bruce asked Bev to explain the information regarding Overdrive. Bev said 206 people total  
47 have signed up, but there were 52 users this month. Diane would like to see the acronyms defined – like ILL  
48 means Inter Library Loan.
- 49 Regarding the drainage, Diane said the front of the steps were not done and that's why there continues to be  
50 seepage. Bruce said they would've had to take apart the entire front staircase, which would've been extremely  
51 pricey. Jean wondered what we were going to do with the maple tree in the front of the building; she thinks its  
52 time to take it down. Diane will get a price for that. **Diane moved that the Trustees would like to have the tree**  
53 **taken down and will begin inquiries as to costs. Bruce seconded. All were in favor; motion passed.**
- 54 **Bruce moved to adjourn the meeting at 7:43 PM. Kathy seconded; all were in favor, motion passed.**
- 55 **The next meeting will be January 8, 2020 at 6:45 PM.**