

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

January 8, 2020

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

The meeting was called to order at 6:49 PM. Bruce said the Trustees accepted the resignation of Beverly Pietlicki last Saturday morning, and have appointed David Bridgewater as Interim Library Director

Diane moved to go into non-public session under RSA 91-A:3,II(c) and Bruce seconded. All were in favor; motion passed.

Kathy moved to end non-public session; Bruce seconded. All were in favor; motion passed. Non-public session ended at 7:18. It was noted that the minutes would be sealed under Reputation.

Minutes: **Kathy moved to accept the minutes of December 11, 2019; Bruce seconded. All were in favor; motion passed.**

Treasurer's Report: Mary Ann said she'd spent a good deal of time looking for the key to the lock box, which was finally located. She is looking for the spreadsheet so it can be updated. The checking account balance is \$2955.00. They received a donation of \$150 for unspecified purposes which is included in this amount. The Town Report and the statistical report that is sent to the state were discussed.

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

Director's Report – David Bridgewater joined the Trustees to provide this report. Monadnock security has removed Beverly from the system; she no longer has access to the building. However, she can still access the email system and he cannot. The Winter Carnival is on February 8th and Doreen is organizing it. There is a draft flyer for that. We need to decide where the Cardboard sled race will be; he will check with Doreen. It says we'll do winter crafts and board games at the Library. He has asked Laurie to host this and she has agreed. It will be called "Make and Take" rather than crafts.

Karen Nadeau came in today to pick up some of Beverly's possessions and resigned as a Volunteer.

Regarding the list of things that need to be done, Amy Conley is coming on February 19th and he has not yet found her price. He does have a flyer about her. Michele Albian is doing a program on Eleanor Roosevelt for \$250 plus mileage. This is a program from Humanities. David gave Kathy a front door key; Bruce said he needs one, too.

David was asked if the well should have a shut off between the pipe coming in and the tank. He asked the company who did the well and was told that they do not do a shut off. David will do a sign so people will know what to do if the tank starts to leak. There is no sump pump so he needs to go through this level of the building to see what might be damaged, just in case. Diane said she had spoken to Rick who is willing to work on palletizing items to get them up off the floor.

Still to do, he's been asked to provide staff contacts and he is working on that. The security notification when something goes wrong needs to be updated. Diane said she had called Monadnock Security and gone through the list. The first person called is Rick McQuade, second is the Director, third is Bruce, and fourth is Diane. David asked how long in between trying to contact one person do they contact the next; Diane wasn't sure.

41 On his staff calendar it is noted there is a Friends Meeting on Thursday with a question mark after it. A
 42 December 13th email from Sheila was mentioned; Bruce noted that Sheila, who was a librarian in Antrim, had
 43 offered to volunteer evenings if she was needed. David will email Sheila. Bruce asked if David wanted a Trustee
 44 to go with him to the first Friends meeting, but Mary Ann will be there anyway so he'll be fine.

45 Jean said she heard in Peterborough that there is a weird system regarding volunteers. They cannot do a
 46 specific task that another employee is paid to do. David was asked to provide a list of books purchased over the
 47 past year; he's working on that. The Merrill Fund was discussed; Mary Ann will ask for a report on 2019 usage.
 48 David will make the statistics for the Town Report a priority. He said what will be tough for him is setting up
 49 programs where Bev may not have done so. He's trying to figure out exactly what she has been booked and
 50 when.

51 In going through the emails, he found a company called Elm USA that rents us a machine for cleaning CDs and
 52 they have asked for an update. Jean noted that cleaning CDs is a good volunteer job.

53 Mary Ann said she understood that Bev had made up a spreadsheet for supplies. She'd like to work on that.
 54 David will try and find it. Mary Ann thanked David for everything he's done in such a short time.

55 Jean said that there is a talk called Storytelling in the Digital Age that sounded really interesting to her, as well as
 56 a program on Sustainability if he'd like ideas. David noted that he is having a problem with email; he can't even
 57 access his own email from this computer. Diane thanked David for stepping up and doing all of this, too.

58 Water/Well – Bruce is happy to say that we have water now. According to Rick, we do have a problem with the
 59 hot water; we are getting a Sulphur smell. David is waiting to hear back from Rick on that. Bruce said we should
 60 see what we can do to get the bill for the well paid from the 2019 funds, since the project was begun in 2019
 61 and there are additional funds left. The balance will come out of our Capital Reserve Fund.

62 Grant Update – Ray said the biggest hold up is getting the final plans from Sheldon. He had told Ray that the
 63 documents are finished; he just wanted to review them once more before he gave them to Ray. Ray spoke to
 64 Barbara who wanted Ray to alert Sheldon to several deadlines. Ray will do this. Barbara is aware that Bev is no
 65 longer here. Bev had volunteered to write grants; Kathy suggested we call Julie Perrin to assist with that.

66 Barbara is also looking into sources for funding for the Boundary Line Adjustment. Ray met with Jarvis and he is
 67 excited about making something happen. He will be meeting with his bank to find out how to proceed. Ray has
 68 spoken with Mason Parker, Planning Board Chair, about coming before the Board for a Boundary Line
 69 Adjustment; Ray will follow up with that. Regarding the sewer line, Ray said there was a discussion about the
 70 property tying in to the Town septic.

71 Diane is really interested in getting the new door electrified to make it wheelchair accessible; she wants this to
 72 be part of the estimate. David said it should be so for both doors and the Trustees agreed.

73 Other Business – Regarding hiring the new Director, Bruce asked if we want to form a subcommittee for that.
 74 Diane said there is a meeting scheduled already for Wednesday at 6:30 PM so they can discuss it then and make
 75 further meeting dates.

76 David noted there is a program on the calendar called How Dollars Work that he hasn't found any information
 77 on. Jean thinks it might have been in The Spirit. The Trustees will work with him on the calendar items and
 78 programs. David wanted to thank his colleagues for all stepping up, too.

79 **Bruce moved to adjourn the meeting at 8:50 PM. Diane seconded; all were in favor, motion passed.**

80 **The next regular Trustees meeting will be February 12, 2020 at 6:45 PM.**