

**Stephenson Memorial Library Trustees**

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

March 11, 2020

**Present:** Bruce Dodge, Diane Boilard, Jean Rube-Rainier, Mary Ann Grant and Ray Cilley, David Bridgewater

The meeting was called to order at 6:49 PM.

Jean will be voting tonight in Kathy's absence.

**Minutes: Bruce moved to accept the minutes of February 12, 2020; Diane seconded. All were in favor; motion passed.** Diane asked for a vote to accept the minutes of 2/20/20, 2/26/20 and 3/5/20. **Bruce moved to accept the minutes as presented; Diane seconded. All were in favor; motion passed.**

Sheila Nichols, Friends of the Library - Sheila shared the information regarding the check from the Merrill Family Fund which was recently received in the amount of \$7,298.58. She said the balance of the fund is \$30,964.76 now. The requisition form and process for requesting funds was discussed; she would like to keep a paper trail of all money requested going forward. A letter was received with the check detailing what the purpose of the check was, and what it could be used for. It did say that funds not used for books could be used for building funds. She did not find any paperwork stating what the responsibility of the Friends regarding this money was. She also recalled that Ray Cilley had asked if the funds were kept separately, and Sheila shared that the funds for landscaping were encumbered; it was a separate line item in their account. She said she had spoken to the NH Charitable Trust and they told her that the Merrill Fund money could only be used for books or publications, not other stuff, which she said is contradictory to what the letter states.

Diane asked if she could trace the Merrill Funds prior to 2017. Sheila said she has all of the registers in a big binder. Mary Ann said she would go through it; Bruce said he would like the figures copied and kept electronically in a spreadsheet.

Sheila shared how the Friends planned to hold their next Book Sale a little differently, as the last one only earned a profit of \$33. There will be a faster, more efficient turnover of books. Bruce asked what she planned to do for alternate fundraising. Sheila said they will hold a town wide yard sale, and a Bake Sale at Town Meeting.

Mary Ann asked Sheila to ask Patricia to bring the binder with her to the next Friends meeting. She also had a question regarding the maps for the town wide yard sale. Sheila said they have received a new lifetime Friends member.

The rules regarding books were discussed; the books from the Library of Congress cannot be sold (they can be given away). Ideas for distributing the books were discussed.

Treasurer's Report: Mary Ann said she is glad she is getting the back records; Diane thanked her for volunteering to record the back amounts. Mary Ann said there hasn't been a lot happening; there was a \$13 deposit into petty cash. The checking account balance is \$2,770.78. She said she bought a podium from a consignment shop; she will ask to be reimbursed from the Friends account. She will make copies of the full accounting of last year's expenses which she feels is very useful.

Bruce noted that Aaron Patt had cautioned them about the reimbursements. The auditors frown on personal reimbursements. Diane does not understand the Town's policy on this. This was discussed further. As David does not have a credit card, he is submitting reimbursement requests for small items as he needs them. To keep the Town happy as they are our "bookkeepers" we should try this: Employees can be reimbursed for their purchases from Petty Cash and then monthly Mary Ann will submit a reimbursement request to Catherine Shaw. David hopes to minimize this as he's learned many of the businesses who extend credit to the Town, and developed a checklist to order supplies more proactively.

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

Interim Director's Report – David Bridgewater is working on the State Report; he only has 2 questions left. He attended a seminar on Meeting Rooms and Policies for them. He's up to date with getting invoices to Catherine correctly. He's forwarded information to Karen Day for publication in The Spirit. The Winter Reading Event was small this year; yet the Nitrogen Ice Cream event will still cost the same. He was too late to apply for the Lego event. He said that the NHLTA Trustees Dues are due in March. David doesn't recall an invoice for that. He found an invoice marked PAID for \$85 and he asked Beverly if the membership was for her personally or for the Town of Greenfield. Beverly said she is still unemployed and having this membership would be valuable and she feels she deserves it. Bruce said in his opinion the membership would be transferred to the new director. David thinks we should let it ride at the moment. Because her name and the Town of Greenfield and this Library is on the membership, it was decided it would not be a good idea.

Bruce asked how he was doing; David said he feels most of his work has been secretarial. He asked him if he was going to be at Town Meeting. Bruce said he will be speaking on the budget but usually the Director does attend.

David spoke about what some of the nearby libraries are doing; ideas such as a Cooking Group, and a table tennis competition. While the Trustees did not want to put any burden on David to create programming, it is important to give the patrons something to look forward to. Bruce encouraged him to get the word out about his ideas, and also to ask the Eleanor Roosevelt presenter if, in the wake of the Coronavirus scare, they are still comfortable with that program.

He spoke for Ray Cilley – Ray dropped off an aerial photograph which Bruce said would be good at Town Meeting. He said that Jarvis and Jarvis's bankers are okay with the deal. There will be a purchase and sale agreement forthcoming. The survey is being done. Bruce said the water test results are back and the water is drinkable.

Corona Virus Plan – Diane distributed a proposed new policy. Mary Ann asked how the Town was getting the word out, and Diane said the Emergency Management Department is on top of it. They have purchased several sanitizing dispensers; one is for the library. The safety of the staff comes first. The policy addresses when the library might be closed, and the fact that the staff would be paid if it did close. Bruce said they can give it a conditional approval and put the policy into effect; it can be voted on at the next meeting.

Mary Ann asked about having a conversation with a patron if there was a concern – whether someone was repeatedly coughing or observed to be unhealthy. Bruce said the policy should be posted and precautions should be taken. David detailed the steps they've been taking, and Mary Ann reminded all that proper handwashing was key. **Bruce moved to conditionally accept the Epidemic and Library Health Emergency Policy. Diane seconded. All were in favor; motion passed.** David will make some notices for the library requesting patrons to be cautious and considerate of others.

Personnel Policy – Diane is working on a proposed new policy. She asked for help on this, and Mary Ann said she would if she could find the time. Bruce also suggested she reach out to Jamie Bascom for assistance as she's very good at this.

- 83 Update in new Director Hiring Progress – Bruce said we have 6 candidates currently. Everyone seems to be a  
84 great candidate. The next work session will be Monday the 16<sup>th</sup> at 6:30 at the Historical Society; they hope to  
85 finish the process so they can begin interviews. Interviewing by video conference (Skype) was discussed.
- 86 Other Business – Jean said her email password needs to be reset. It was suggested that David reach out to the IT  
87 person. David has a few other questions for them as well.
- 88 **Bruce moved to adjourn the meeting at 8:34 PM. Diane seconded; all were in favor, motion passed.**
- 89 **The next regular Trustees meeting will be April 8<sup>th</sup>, 2020 at 6:45 PM.**