

Stephenson Memorial Library Trustees

Town of Greenfield

Approved Meeting Minutes

Recorded by Janice Pack

February 12, 2020

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

Bruce called the meeting to order at 6:46 PM

Sheila Nichols - Friends of the Library - Sheila wanted to come and speak to the Trustees and be the connection for the Friends. They are excited to share what they're doing for their Membership Drive. They've printed bookmarks with membership info which will be put in each book checked out. She has been looking at demographics to find out who is best able to volunteer and has created some tiers of memberships. People can check off what their interests are on the membership application, and that will make it easier to fill spots as needed. She also displayed the new bookbags that they have had made. They are available for \$20 each; for \$25 you also get a family membership. Anyone who wants to become a member, let her know. They are trying to make it easier for new members to come in and know what is going on.

Sheila said her interpretation of the Merrill Fund is that the Friends are the custodians of that fund, but it is the Trustees' money. She is slightly uncomfortable about the report given and wants to know if it is properly documented. She has created a Request for Money for the Trustees to use going forward. The Friends Treasurer's Report is approved before their regular meeting and any approvals and disbursements will be in the minutes. This paper trail will help her keep track of things.

Diane said it would really be helpful for the Trustees to get copies of any reports that the Friends have. She asked who and how to contact the Friends; Sheila said the contact info was on the Request. They now have a Friends email and it will go right to her. Bruce suggested we receive a monthly report to start. Sheila asked what they need to know; Bruce said the balance and the ins and outs of the account, like a bank statement. Bruce said we have discussed asking the Friends to make 2 accounts, one just for the Merrill Funds. Ray asked if there was a separate account for the landscaping. Bruce said that should be separate, too. Mary Ann asked who got the money for the wood and where it went; Sheila will look into it. Neal Brown may know the answer to that.

Sheila asked if there were restrictions on how much of the Merrill Fund could be spent; Bruce said no. Bruce said we will probably have the surveying bill and the land, if it is purchased, will be coming out of the Merrill Fund. Ray asked if the Membership applications were available online; they are not, but they are available in the Library and the Friends contact information is in The Spirit. David asked about the process if he wanted money; Bruce said he would go through the Trustees. Mary Ann clarified for David that some items are paid for out of the Trustees' fund, not the Merrill Fund.

Mary Ann said every year we get a check for the interest on the Merrill Fund; that should be coming soon.

Grant Update – Ray said that we have the survey back and the application needs a signature. Jarvis has a copy; he has to file the application with the Planning Board. They need to get together and go over a Purchase and Sale Agreement. The property is a little bigger than they had thought; it will be about \$22,000. He would like to find someone to do that Purchase and Sale Agreement and he would like to propose that they take it in payments. Perhaps the first payment in July to cover his property taxes, the balance to be paid by the end of the year. Barbara is also looking into sources for funding.

43 Diane said that the Select Board are the ones who would sign off on that. Sheldon did get copies of the drawing
 44 with more details so it can be put out for bid. There were a few questions that came up, such as the railing
 45 spacing.

46 Bruce pointed out that the new design is a single patio layout without a wall going around it. The lack of wall
 47 could be an issue; they need clarification on that. The estimate is \$152,000 which is in line with what Sheldon
 48 originally projected. Diane asked exactly what the landscaping was; Ray gave some details. Ray will schedule a
 49 meeting with Sheldon and Bill and let everyone know in case they'd like to attend.

50 Barbara would like to get together with the Trustees. There are some deadlines for the grants that need to be
 51 met. In order to meet the criteria for the LCHIP they need to become a historical building. Ray said it would
 52 need to be named in the Registry of State Historical Places. If it's not there, the Library would need to be
 53 deemed eligible.

54 There was a discussion as to whether or not that would create restrictions on what could be done to the
 55 building. Ray asked when the Trustees would like to meet with Barbara. Perhaps a Thursday? Bruce asked if
 56 anyone wanted to join the Core Team since Beverly has left. David said he would volunteer.

57 Minutes: **Bruce moved to accept the minutes of January 8, 2020; Diane seconded.** Discussion: On Line 40,
 58 change "David" to "Diane". **All were in favor to accept the minutes as amended; motion passed.**

59 Treasurer's Report: We have \$2,896.03 in the checking account. There was a deposit made of \$40.97 in
 60 January. The Merrill Fund balance is at \$23,666. Mary Ann felt she should speak to the Friends' Treasurer to get
 61 some history; it looks like Sheila will get that for her. Diane said that the check for interest should not go to the
 62 Friends until the Trustees have seen it.

63 We've received 2 bills from Eversource already and 2 deliveries for fuel. The last delivery was on the 28th and
 64 we're at a half tank today.

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

66 Director's Report – David Bridgewater gave some highlights from the Interim Director's Report submitted. He
 67 has devised a calendar for the Wensberg Room so there is a record of when it's being booked. David suggested
 68 we don't renew the Public Performance Site License; it was only used once last year. **Diane moved to not renew**
 69 **that this year. Bruce seconded. All were in favor; motion passed.**

70 David asked if the cleaning service had a list of responsibilities; he'll contact Catherine about that. The Fire
 71 Doors have been left propped open; he spoke to Rick McQuade about that and he will get signs for them. David
 72 asked why we had joined the Peterborough Chamber of Commerce; Bruce thought it was to support Krosslink.
 73 Bruce asked if he had seen any change in attendance; David said he hasn't looked at the number yet. David did
 74 notice that the number of volunteer hours is significantly lower this year. Jean noted that she hadn't filled out
 75 her volunteer hours lately. Bruce asked if there had been any patron reaction to the change of Directors. David
 76 said the response has been very positive. He had spoken to a woman who noted that when she first came in 2
 77 years ago, she was appalled at how Bev spoke to the staff. He shared an idea for a cooking club with books
 78 themed from a particular country.

79 David asked if the Trustees had priorities for him apart from the State Report which is due March 16th. The
 80 Summer Reading Program is one that's come up. Diane said her priority would be updating the Library
 81 webpage. That's the first thing new people look at. Diane spoke to Aaron Patt regarding a change that was
 82 made to the website on January 29th. Aaron will have someone from the website check this out. There was
 83 further discussion on the website. Diane asked if David could define the difference between an event, an
 84 activity and a program.

85 Bruce's priority was to get a handle on the statistics, such as circulation and usage. David said the stats kept at
86 the front desk will be kept the same way. Bruce said the number of books bought was significantly different the
87 past two years; yet the amount of money spent was the same.

88 Mary Ann asked about programming addressing the Humanities; she and David discussed that further. David
89 wasn't sure where the money for programs came from. Bruce explained that, and Jean will send him the
90 information from the website. Bruce said it is important to promote the programs better this year. Bruce said
91 the Town has the potential for 6 Humanities programs and they are always great programs.

92 David asked at what point he could close the Library if the weather was bad. There is no hard and fast rule.
93 Common sense needs to prevail and he needs to make the decision. Bruce said that he could always have the
94 Library closed to patrons and open for staff. David asked how to get the word out; WMUR and WZID were
95 suggested. Bruce said Julie had left a file with her marketing contacts. Diane suggested Fiddleheads, too. Mary
96 Ann suggested The Messenger. David said The Hippo, and the Trustees agreed.

97 Bruce said we'd talked about bringing Treadwell back. He's not sure if the guy they have now had a prior
98 relationship with Bev; do we have a contract with him? David was impressed with Steve who was able to
99 remote in and fix the problem. Diane said we are paying the new IT person by the hour.

100 Director Application – Bruce said we'd received another application today. He passed out the 2 resumes
101 received. Julie Perrin told Bruce she would not be applying for the job. She didn't like the way it was posted.
102 Mason Parker spoke to Bruce the other day and suggested that the new librarian be personable and good with
103 children. Bruce assured him that was high on their list.

104 Other Business – Diane has done a comparative by going through the Town Reports. It shows trends of costs
105 including electricity and heating. Bruce would still like to see our kilowatt hours and the cost per kilowatt. She
106 said she had learned a lot of interesting things. She asked what the roof problems were in 2008; Mary Ann said
107 that was the old section.

108 **Bruce moved to adjourn the meeting at 8:38 PM. Diane seconded; all were in favor, motion passed.**

109 **The next regular Trustees meeting will be March 11, 2020 at 6:45 PM.**