

Stephenson Memorial Library Trustees
Town of Greenfield
Draft Meeting Minutes
Recorded by Janice Pack and Diane Boilard
April 1, 2020

Conducted via Google Hangouts: Diane Boilard, Mary Ann Grant, David Bridgewater (physically at the Library; David did not join the meeting until after the Non-Public), Attending via Google Hangouts from remote locations: Bruce Dodge, Jean Rube-Rainier, Mary Ann Grant, Kathy Seigars

Bruce called the meeting to order at 6:48 PM

At 6:50 PM Diane moved to go into non-public under RSA 91-A:3, II(b) Hiring, seconded by Bruce. All were in favor; motion passed.

Bruce moved to exit non-public at 7:20 PM; seconded by Kathy. All were in favor; motion passed.

Bruce moved to seal the minutes; seconded by Kathy. All were in favor; motion passed.

Review of preliminary minutes of the March 11th 2020 meeting - **Bruce moved to accept the minutes of March 11, 2020 as written; Kathy seconded. All were in favor; motion passed.**

David joined the Trustees, and Diane asked him if he would like to accept the job as Director of this Library. Diane said they had discussed this in non-public and their offer was \$40,000 for a salaried non-exempt full-time position. David accepted the offer. There was a discussion regarding 3-month performance reviews with increases as deserved.

Treasurer's Report – Mary Ann did pick up the podium, and hopes we can use it soon. Other than that, there hasn't been much spent. The Trustees account balance is still at \$2,770.87 and the Merrill Fund account is still at \$30,964. The year to date expenses will be in next month's report. **Diane moved to accept the Treasurer's Report; Bruce seconded. All were in favor; motion passed.**

Director's Report –David has sent his report to the Trustees. He's been responding to problems as they occur, such as the overdue books; he's extended all the due dates by 60 days. He was given a list of Wednesday Story Time Themes, and he's asked if they are fully developed (which book, craft, etc.). Zoey is working on the pile of books that were donated. Bruce asked him how the work on the website is going; David said he's looked it over and noticed what needs to be updated or changed, but he hasn't actually done anything yet. He still needs to finish the State Report. He tried to post it but it said there were 3 errors. Kathy asked if he could add a message to the website about no books going in or out; he said its on the Catalog page. He's also put a note in the Spirit about it.

Bruce mentioned that David should leverage all his connections that he is accruing in the library world to increase his knowledge of the library science portion of his job and that he should take courses also.

Alternate Trustees - Since Ray Cilley has resigned we need to get an Alternate Trustee replacement. Several people were mentioned, with the result that Mary Ann would ask Valli Hanning if she would like the position. Ray said that he would be willing to remain to facilitate the LLA and other landscaping project.

Officer Nominations - **Bruce brought up the election of officers and nominated Diane to be Chair. Kathy seconded. All were in favor, motion passed.** Bruce gave Diane her first job as Chair which was to write to the BOS to reappoint the alternates Mary Ann Grant and Jean Rube-Rainier to another year's term.

44 Policy vote - A vote was taken on the Epidemic Policy as amended at last month's conditional vote. Vote was
45 passed.

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47 Policy Committee update - Bruce mentioned that he had called Jami Bascom to see if she would like to
48 collaborate on the new Personnel Policy. She said yes, and Diane will follow up with a contact.

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50 Any other business - Kathy was asked to work the paperwork needed to get David formally hired as the director.
51 Diane asked if it would be okay if the Emergency Management Response Team used the Wensberg room for
52 meetings on Tuesdays and Thursdays at 1:00 for the foreseeable future during the pandemic crisis. All were
53 okay with this.

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55 **Bruce moved to adjourn the meeting at 8:05 PM. Diane seconded; all were in favor, motion passed.**

56 **The next regular Trustees meeting will be May 13, 2020 at 6:45 PM.**