

Stephenson Memorial Library Trustee Meeting 6/10/2020
Minutes

6:50 meeting called to order

6:52 Motion to seal Non-Public Minutes (Passed)

- 6:56 5/13 Minutes Accepted with changes to spelling error
- **Treasures Report (MaryAnn)**
\$2737.78 in trustee checking account
No deposits
\$30.00 paid to Zoe for last month's minutes
Merrill Fund Balance \$30,514.76
\$450.00 paid to Barbara Miller for Services
There seems to be a discrepancy in the Merrill Fund Balance
Is it \$30,514.76 or \$26,956.00? Discussion continued about getting correct balance,
Diane will contact Friend President Sheila Nichols to get balance. (Diane Action Item)
There has also been word that Friends may disband, how does this effect Merrill fund?
Library BOD will attend Friends next meeting
- **Land Purchase**
The purchase is moving along fine, we have all the approvals. Now we are waiting for
the Inn Owner to sign the agreement, After the agreement is signed the Library will
place \$10,000 in an escrow account. At the conclusion of the purchase, \$10,000 will be
paid by Town Funds with the remaining \$3,000 from the Merrill Fund.
Questions remain has the land survey been paid for?
- **Budget Surplus,**
The SML may have a budget surplus at end of the year, which may be returned to the
town, but a portion will be used for the purchase of a staff PC plus the one that is
already in the budget.
- **IT Issues,**
The topic of IT support came up, do we return to Treadwell, or Stay with current
Vendor.
Due to the very poor connectivity in the Wensburg room, the current vendor will be
asked about fixing the issue. (David Action Item)
- **Director's Report**
The main discussion centered on the re-opening. David has a good hand on the needs
and the process, and has been in discussion with other libraries on their plans.
Keep track of costs for FEMA reimbursement.
David will send home work permission slip for our minor employees to have signed by
their parents, with a cover letter explaining why. (David action item)

Discussion about policy and procedure for re-opening, David and Diane will meet to create the document (David Diane action item)

- **SML Landscape project**

The SML is eligible for inclusion on the NH register of Historic Building. There seem to be a misunderstanding on our goal of just being eligible or actually getting listed on the register.

Bruce will contact Barbara Miller to discuss and invite to next meeting. (Bruce action item)

- **Other**

- Jean has agreed to take over the to do list.
- Weeded Books. There are hundreds of weeded out surplus books, the question is what we do with them. Is there a charitable outlet for these books, like the Navaho Nation Program? David knew of a few that help restore a library's collection should a library suffer damage due to natural disaster or some such event.
- Temp Staff, Discussion of need for on call fill in staff, we have always had temps available, and the State Library system do have the ability to fill temp director positions.
- Review process for Director, tabled till next meeting.

Meeting Adjourned 8:51pm

Submitted

Bruce Dodge