**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

 Preliminary Meeting Minutes

Recorded by Janice Pack

June 7, 2017

**Present:** Bruce Dodge, Mary Ann Grant, Ray Cilley, Neal Brown, Kathy Seigars, Bev Pietlicki, Jami Bascom

**Meeting Opened**: 6:37 PM

**Guest:** Carele Mayer on behalf of the Greenfield Women’s Club

**Minutes**: The Minutes of the May 3, 2017 meeting were reviewed. Bruce moved to accept and Neal seconded; all were in favor. Motion passed.

Bev introduced Carele Mayer, who explained that there is a plaque that was supposed to have been made for a chair that was donated by Velma Stone’s grandchildren in dedication to her. This was never done, and she would like this corrected. On another issue, the Greenfield Women’s Club is now disbanding due to lack of membership. The Greenfield Women’s Club gave $10,000 to Mr. Wensberg for the addition with the understanding that they would have a dedicated room for the Women’s Club to use. Initially they were told they could use the Alcove, but that was too small as they had about 20 members at the time. They were hoping to use the Children’s Room with the fireplace, but when it came time for that to happen, they were told “No” and that they could use the cellar hole instead. Neal asked how she might like to remedy this. Carele suggested that if the Reading room was dedicated to the Greenfield Women’s Club, or renamed the Greenfield Women’s Club Reading Room, that would be a nice gesture. Bruce agreed, and asked for consensus with the Trustees that this should be done. All agreed that this was long overdue. Carele would like the dates on it: 1921 to 2017. Neal suggested that Carele order both plaques. She invited all to the last meeting of the Women’s Club which will be held on June 17th at 2:00 to 4:00.

**Treasurer’s Report:**

Mary Ann reviewed the budget. There was another discussion regarding the money that the library takes in from the coffee fund, conscience fund/donations, and printing; and how it should be tracked. Only the income generated from a library’s equipment (i.e., the copy machine) needs to be reported per the RSA. The method for handling the purchase of coffee and supplies was again brought up.

Bev thought that the money from the Conscience Fund should be used for the purchase of books and other materials such as DVDs. The Trustees agreed. She would like this money to be available once it reaches a sizeable amount or perhaps on an annual basis to facilitate ordering.

Bruce moved to accept the Treasurer’s Report, and Neal seconded it. All were in favor. Motion passed.

**Director’s Report:**

Bev Pietlicki presented her Director’s Report.

She noted that the fencing is up for the construction. She has received a $225 grant and wanted to be sure that was deposited and earmarked for the proper account. She said that the Summer Reading Program looks good. Bev asked about the laptop; Bruce told her again to speak to the Treadwells and see if they have something suitable to use for program related purposes.

Bev said she had spoken to Aaron about a laser printer for public use; Jami said that would be a good thing to think about for next year’s budget.

Mary Ann said that the Friends were going to buy the laptop; the Trustees said that if the Friends are going to buy the laptop, then there would be money in the budget for the printer.

Jami does not remember asking the Friends to buy the laptop; neither did Bruce or Neal. Mary Ann was certain that the Friends were going to pay for it. **ACTION ITEM: Bev will get a price for the laptop.**

The numbers on library usage were reviewed, and still do not add up. **ACTION ITEM: Bev will get this revised and resubmit.**

Neal asked if Bev could include last year’s statistics so they can be compared. Bev said she would, and also suggested a way to reflect the teen users a little bit better.

**SML Trustee/Alternate Position Update:**

Kathleen Seigers has agreed to become an Alternate, and once she is approved by the Select Board, will need to be sworn in.

**Foundation Repair Update:**

Ray detailed the construction meeting that was held. The contract has been executed, and insurance certificates are on file. Mathewson started Monday by putting up the fence and removing the air conditioner. Neal asked how the floor looked after all this rain. Bev said it looked good; Roger had been vigilant with the dehumidifier. Ray said there are 2 money issues to address:

1. An estimate was submitted to replace a water line if needed; this was not part of the original quote. It is $1,900. This would be a Change Order, and Ray will keep everyone informed. Ray will follow up with Aaron Patt regarding the contingency fund.
2. If the Engineer needs to come out and inspect, that will also be an additional charge.

Jami made a motion that we give Ray permission to make the decision to spend extra funds from the contingency money as necessary. Neal seconded, and all were in favor. Motion Passed.

Mary Ann asked when she should get someone to dig up the perennials; Ray said that Mathewson is planning to dig them up and transplant them to the bare spot. Mary Ann will dig up the smaller ones.

Ray said he is working with a landscape architect who is going to take a look and give him some ideas for the outdoor areas; this will not cost anything unless we decide to move forward.

**Move to begin Non-Public Session (7:48 pm)**

**Move to come out of Non-Public Session (9:07 pm)**

Motion was made by Jami to seal the minutes of the non-public session. This was seconded by Neal, and all were in favor. Motion passed.

**Other Business**

Mary Ann spoke to the Trustees about using some of the land owned by the Greenfield Inn for additional Library parking. She felt that perhaps something could be worked out with the current Inn owners. This may be positive for future plans.

The minutes from a preliminary CIP meeting held on May 16, 2017 were reviewed. Bruce made a motion to accept, and Neal seconded. All were in favor. Motion passed.

Use of the downstairs during construction was discussed, as well as exits. Bev will discuss this with Rick.

Neal moved to adjourn the meeting, and Bruce seconded. All were in favor. Motion passed.

**The meeting adjourned at 9:15 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk