

STEPHENSON MEMORIAL LIBRARY TRUSTEE

MEETING

Approved Minute Meetings 7/08/2020

Recorded by Zoe Werth

START: Conducted in person in the Wensberg Room

Role Call: Attending in person: Diane Boilard, Kathy Seigars, Mary Ann Grant, Valli Hannings, David Bridgewater, Bruce Dodge, Jean Rube-Rainier.

Diane called the meeting in order at 6:48 PM.

1. **June Monthly meeting minutes:** Diane made a motion to accept the previous meeting minutes as amended, all were in favor; motion passed.
2. **Seal the 6/29/20 non-public meeting minutes:** Diane made a motion to seal the non-public meeting minutes, Bruce seconded, all were in favor; motion passed.
3. **Reopening Policy:** Diane made a motion to accept the reopening policy, Bruce seconded, all were in favor; motion passed.
4. **Treasurer's Report:**
 - a. **Mary Ann's Trustee treasurer's report:**
 - b. **Transferring of the Merrill Funds:** Mary Ann deposited \$15,873.03 into the checking account, including the \$13,000.00 from the Merrill Fund. Trustees were reimbursed by the Friends for the podium (\$138.25).
 - c. **Merrill Fund Balance:** Diane will contact Alyssum Proctor, who is the Vice President of the friends, for information regarding the next election for president and to bridge the gap of communication between the Friends and the Trustees. Diane requests that the Trustees have a dialogue with the Friends to discuss the Merrill Fund and to find the documents declaring the rights of the Merrill Funds to the Friends.
 - d. **Director Spending:** David was told he would have to organize a credit card for town spending at the library. Diane will ask Aaron to set up a credit card for David.
 - e. **What grant proposals have been submitted? Submitted the Moose Plate Grant worth \$10,000. No other proposals for grants have been written that the Trustees are aware of. Several donors have changed focus during the pandemic, so there is still a search for new donors. Bruce will meet with Barbara Miller to discuss where we stand on grants.**
 - f. **Purchase of the LLA. (Diane):** Diane has a meeting with the Select Board on Thursday to work on the agreement. Mary Ann will be able to write a check to deposit the \$10,000.00 within 19 days after the agreement is signed.
 - g. **Diane made a motion to accept Mary Ann's Report, Bruce seconded, all were in favor; motion passed.**
5. **Director's report:**
 - . **Facebook:** David will take measures to separate the director and the library Facebook accounts so that users will interact with the Library page rather than

the director page. David will talk to other libraries and explore other options to make the Facebook page more open to dialogue with patrons. David will invite another member to help moderate the page with him.

- a. Internet Issues: There was a small outage that affected only the Library in the local area, and it took several days for David to hear back from the IT experts. David will include instructions on connectivity issues in the Director's Manual.
 - b. Patrons: Patron access to computers via appointment has gone well with glove usage. No issues are prevalent. There are no procedures on how to handle conflicts with patrons who refuse to wear a mask or PPP. Diane would like to make a sign to ask patrons to wear face masks to protect the employees and patrons.
 - c. Services: David would like to start curbside pickup next Tuesday, 7/14. Patrons would email the library with their order, and their order will be brought to their car. David would like to consider opening up the library by Tuesday, 8/4 possibly by appointment and use of the "little free Library" for patrons allowing entry to Wensberg room to browse the shelves of free books, rather than utilizing the carts. The books on the table are not free, and are for sale.
 - d. David will send the Trustees the overview of what staff records about patron interactions with the library (i.e. computer usage). David will check Apollo for reports on most requested books that patrons search for. Funds will be taken from the Merrill Fund and from the Town Budget to buy books, when the time is appropriate.
 - e. Technology: The 3D Printer was fixed. David is going to ask IT for their opinion for when the computers should be replaced.
 - f. Keys: David has copied some of the keys for the Trustees, but still has several more to do.
 - g. He continues to enlarge the information in the new Director's processes and procedures book.
6. Other business:
- A. Formation of long-term goals (5+ years):
 1. How the new LLA land will be utilized
 2. Expanding and paying for the paving of the parking lot
 3. Replacing the library carpet
 4. Moving the service desk'
7. Short-term goals

1. Patrons' needs study
2. Expanding patron base
3. Maintenance of the East Gable wall issue
4. Fix the masonry wall
5. Front tree needs to be cut down

Jean's Action items:

- a) **David**
will contact the library's IT person to discuss:

Opinion on when computers should be replaced

b) Diane

Will contact Aaron about Town obtaining a credit card for Library Director

Diane will contact Alyssum Proctor, VP of Friends to discuss:

results of election

Merrill Fund Balance

if Friends were to disband how would this effect Merrill fund?

c) Bruce

will schedule a meeting time with Barbara Miller, Kathy S., Ray C. to discuss Grant proposals.

END of meeting: **Bruce moved to adjourn the meeting at 8:40 PM; Kathy seconded, all in favor; meeting adjourned.**