**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

Preliminary Meeting Minutes

Recorded by Janice Pack

July 26, 2017

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

**Meeting Opened**: 6:37 PM

**Minutes**: The Minutes of the July 5, 2017 meeting were reviewed. A few amendments were made to Line 97; it was changed to read: “The next meetings will be held on July 26th, August 23rd (Budget Work Session) and September 6th…” Neal moved to accept the minutes as amended and Bruce seconded; all were in favor. Motion passed.

**Treasurer’s Report:**

The report was submitted by Mary Ann and presented by Bev. Carele Mayer has been reimbursed $105.45 for the dedication plaques. The Fire/Security System line which shows as 125% over budget will be addressed later in the meeting. Part-Time Wages has expended 62.2% of its funds, which Bev agreed may be slightly over, but she felt it would balance out. The amount carried for Overtime is at 5.6%. She asked if funds could be moved from that account to Part-Time Wages, or is that covered by an RSA? Jami suggested we ask Aaron Patt. ACTION ITEM: Bruce will email Aaron. Neal will also ask Terry Knowles.

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

**Director’s Report:**

Bev presented her Director’s Report. Rick has measured the break room for cabinets which he plans to purchase at Home Depot for about $800. This doesn’t include putting in a sink. He suggested to Bev that the Fire/Security overage be put in his budget. This might be something the Trustees could recommend to the Select Board. Perhaps the annual charges could go into the Library’s budget and the service charges could be covered by the Buildings and Grounds budget.

The carpets are scheduled to be cleaned in the fall. Rick and Bev discussed cleaning them twice a year. The Wensberg Room is scheduled to be painted this year. Neal suggested that the back wall be painted a stark white, slightly fluorescent, as that is where the projections are shown. ACTION ITEM: Neal will ask Howard’s recommendation. Rick mentioned that the flooring leading to the Public Bathroom was not covered, but could be put in next year’s budget. ACTION ITEM: Bev will get a price from him for the budget.

Bruce asked if Bev was regularly attending the Friends’ Meeting, and she said she is. Kathy asked about the Friends, and was told that the Friends are the official fundraising arm of the Library. They host the annual yard sale and have supported the Library recently by purchasing some Maker supplies and the shredder. They are looking into getting a Prime account so Bev will be able to purchase items less expensively. Stacey Ferraro had said that it would be nice to have more communication with the Trustees. Of course, the Friends are always welcome to attend our meetings, and Neal said perhaps a Trustee should attend a Friends Meeting. We will add Stacey to our email list for the public meeting minutes.

Bev said the question came up when she asked for vacation and began doing employee evaluations if she should be following the Town of Greenfield Employee Handbook rules and procedures. The Trustees agreed that until a specific new policy or handbook is created and approved, the Town’s Handbook should be followed.

Bev said that Allan Treadwell did not have a less expensive laptop computer to offer, so she will go to Best Buy and purchase one.

Bev has updated the website and changed some of the pictures; she plans to make them rotating and asked the Trustees to look at them and provide feedback. She has added several new links including one for the Friends.

**Foundation Repair Update:**

Mathewson Companies has completed their scope of the work. Ray and Bruce approved their invoice for $44,589.50 (balance remaining of $23,177.50) and the Change Order from Underwood of $2,616.44 for the additional site visits. Ray had an email from Aaron verifying that we have $8,110 left in the contingency fund, which will cover the change order amount.

There is an additional change order proposal from Mathewson Companies for $1,150 for extra work created when the front steps were exposed to increase the depth of stone for better drainage. Ray thought it was excessive and will talk to Mathewson Companies about it next week.

The flower beds have not been put in yet; Ray suggested that we should get a proposal from g2+1 LLC Landscape Architecture. The Trustees thought that would be a good idea, and Jami added that she’d love to use native plants. She also suggested that something be put in the SPIRIT thanking the taxpayers, and Bruce said that Robert Marshall had written something that should be in the next edition.

**Alarm call charges update:**

Bev detailed the charges incurred which had brought the Library over budget on this line item. The budget covered the annual monitor service charge of $348, and the annual inspection of $285. However, the system did not pass inspection and cost $436 to repair. There was an additional charge of $278.43 from the March 7th service call to troubleshoot false alarms. The system was found to have a bad motion detector which had to be replaced. Bruce asked if we own the equipment; Bev thought that we did. It was suggested that we look at this closely for next year’s budget.

**2018 Budget**

The Trustees wondered who makes the decision as to who will take care of what? Is the Town monitoring all buildings except the Library? Should there be a meeting with the Select Board to discuss this? Consensus was that there should be, once we are a little farther along in the budget process.

Bev received an inventory from Alan Treadwell, and said that the Computer Support/Maintenance contract should be the same next year. On her Wish List, Bev wants faster internet, to appropriate more money for employee wages, perhaps an online subscription service like BiblioBoard or Advantage, and maybe more graphic novels for teens.

Bev will ask the Post Office what the post office box rate will be next year so we can properly include it in our budget. She wanted to know more about how the budget is prepared, and Bruce said that the Town Office could give her some guidelines as well, especially on things like fuel and utilities.

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

**The meeting adjourned at 8:18 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk