**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

 Approved Meeting Minutes

Recorded by Janice Pack

July 5, 2017

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

**Meeting Opened**: 6:36 PM

**Deputization:** Given Jami’s absence, Bruce moved that Kathy Seigars be deputized for the remainder of the meeting as a voting member. Neal seconded; all were in favor. Motion passed.

**Minutes**: The Minutes of the June 7, 2017 meeting were reviewed. Bruce moved to accept and Neal seconded; all were in favor. Motion passed.

**Treasurer’s Report:**

Mary Ann reviewed the budget thru June. The fuel tank is ¾ full; it was filled May 5th so that line item appears to be staying under budget. Mary Ann questioned why the Fire/Security System line was over budget. On March 15th there was a service call for false alarms. On June 7th there was another service call for a repair needed in order to pass the fire inspection. Bev will look into the service call for false alarms. Apparently Monadnock Security did respond to an alarm over the holiday weekend caused by the phone lines cutting in and out. An invoice for that has not been received at this time.

Bev questioned the Marketing line, asking what that money was intended for. Bruce thought it had been used for newspaper advertising and printing brochures.

Bruce asked if we were still getting things from the Library of Congress. Bev said “No” but that she would do that this week.

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

**Director’s Report:**

Bev presented her Director’s Report. She showed Mary Ann the Women’s Club plaques earlier today, and suggested a spot for the dedication plaque for the Reading Room to be placed. The Trustees approved the location. She said that the Summer Reading Program enjoyed a show put on by the construction workers this morning. She had a few more sign ups today; attendance is a little lower than last year but she is keeping it open. Bev said that she hadn’t done anything on the Policies yet; but has worked on Procedures and put together a notebook which will be especially helpful to new hires.

Bev shared that her new employee, Jessie Hawkes, is “an absolute gem”. Her father is actually a famous illustrator of children’s books.

Bev asked if everyone had received the spreadsheet she sent out on statistics. She found a discrepancy in the numbers that had been carried on library users, and crosschecked her spreadsheet with Apollo. She thought maybe Julie had carried the inter-library loan accounts and Bev did not include those as registered users. Ray questioned the dates on the spreadsheet; Bev will go back and review it again.

Bev reported on a meeting she had with Allan Treadwell regarding the laptop. She mentioned that they had looked for phone lines, and there are two. She asked how the board dealt with the technology budget so she could be guided accordingly. She said the laptop proposal was $1,070 including a one year on-site warranty by Twin Bridges. She wondered if 800 gigabytes might be excessive. Bruce said the ones he had looked at ran from $400 to $800 at Best Buy for a suitable AV computer. She will look at those options, and maybe have the Treadwell’s quote on a similar computer.

Mary Ann clarified that she had incorrectly stated that the Friends would be purchasing the laptop. However, upon further checking, the Friends are *not* planning to purchase a laptop. They *are* planning to purchase a shredder.

**Foundation Repair Update:**

Ray said that he came back today to find that loam rather than crushed pea stone had been unintentionally spread out back. Neal asked if they were on schedule; Ray said it would probably be another 2 weeks before they were finished. Neal asked if Mary Ann had talked to anyone further about the landscaping and the bushes. Ray said perhaps by the end of next week we can identify where the flower beds are going to be, and have a design done for the plants. He said they do not need to replace the water line to the street; it is in good shape. They are going to put a shut off in right outside the corner. The additional costs to date will be for the Engineer’s trips out here.

Ray asked if there was any significance to the current placement of the Memorial Stone out front. Neal said that there were a lot of people who had invested in that stone. Ray said he just wondered if there were a reason why it was in that specific spot.

Mary Ann asked if they were going to replace the outdoor faucet that she had used in the past to water plants. Ray said it wasn’t in their scope; perhaps Rick could do that.

Bruce asked if Ray had spoken to Rick and Jeremy this week. Jeremy is going to do the pruning of the bushes next week. Jeremy asked if the big evergreen could be removed; Mary Ann asked why he would want that removed. Apparently, Julie had also wanted it removed. Ray said that when the bids go out next year for landscaping there will be more details as to what is expected.

Ray asked Bev if she had seen a bill from Mathewson Company yet; she has not.

**SML Trustee/Alternate Position Update:**

Kathleen Seigers is now an official Alternate, and, as noted above, is standing in for Jami tonight as a voting member.

**New Hires**

Bev is really happy with Jessie. She is still looking for a backup, but the one she had in mind is looking for more hours. She feels that Vic is a good fit for now. She recently graduated from High School, and seems to have a knack for working with the kids and the K’Nexs program.

**Other Business**

Bev said she had received some really good information on ticks from Bruce’s wife including information on a “Tick” program speaker who will come in and speak to the public. The Trustees found that a good idea.

The Trustees discussed the construction a bit more, and how pleased they were with the Mathewson Company and the work they were doing on the foundation.

The next meetings will be held on July 26th, August 23rd (Budget Work Session), and September 6th and then return to the First Wednesday of the month in October. The preparation of the 2018 Budget will be a major topic for these meetings.

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

**The meeting adjourned at 8:00 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk