**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

 Approved Meeting Minutes

Recorded by Janice Pack

August 23, 2017

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

**Meeting Opened**: 6:40 PM

Tonight’s work session is focused on the Budget.

Utilities: Fuel is at 34% of the budget right now. Bruce suggested that Bev ask the Town Office what they are going to use as a multiplier for utilities. Bev will find out what percentage they expect to increase. Bruce asked what the internet portion of the phone bill was; Bev thinks it is about 80%. Bruce just received an offer to upgrade his service and suggested that Bev look into that as well, as the internet is very slow here.

Fire Security: The $500 carried is for the annual service charges (annual contract and annual inspection). The Trustees suggested that Bev include the contingency amount. Jami suggested that the amount carried for repairs remain in our budget rather than be carried in the DPW’s budget. All agreed to keep money in that line for unanticipated repairs.

Wages: Bev said this is her biggest challenge. For part time wages, she has included an increase for a current employee, and mentioned that she needs to fill the Children’s Librarian or Assistant position. Neal asked if Bev knew what the average compensation for a Children’s Librarian was; Bev said the amount she was carrying was low. Bruce and Neal suggested they budget a little higher so there would be wiggle room.

General Supplies: Bev did an ink cartridge analysis as she needed yellow today and found out that it cost $70 per cartridge. Many of the Public Service Supplies purchased include coffee, cups and paper towels. The money from the proceeds from the coffee fund, the conscience fund and the copies patrons make is not included, but could help offset that line item. Jami said that if we’re trying to make the library inviting, and providing coffee, we should be putting that back into our budget. Bruce suggested that she keep the office line item where it was previously. As far as postage, Bev said she hasn’t used much since she’s been here; mostly just for overdue letters, which aren’t that many. Materials include book covers and book tape and stickers. Jami asked about library cards; Bev said she won’t need any additional next year.

Books: Bev said that she is buying lots of books, but she is still under budget. She might ask the Friends to perhaps pay for an Amazon Prime membership. Then she will be able to save money on shipping costs. She mentioned that most of the purchases here are “patron driven” and she continues to learn about our residents’ tastes and preferences. She has carried 2 new audio books for $60 and 5 DVDs a month in her budget.

Bruce explained that Bev was looking into a web-based service and wondered if it would be covered under the Merrill Fund. Bev said that 3 libraries in NH currently have it (Nashua, Salem and Keene). Bev said that the library’s computers are currently used by adults looking for jobs, or kids playing games, or those who do not have internet at home. The web-based program has 3 components and one includes self-publishing tools for authors. There are currently 20 NH authors currently exposed through BiblioBoard (an eBook platform) thru the Keene library. Another tool is an eBoard where you can do historical projects. You can videotape artists and musicians. The last component is the Graphic Novels. They come in series, and can be very expensive to purchase for the shelves.

Jami asked if someone wants to read a graphic novel, do they need to do it here on our computer? Bev said that they would be able to do it at home with their library card. Jami asked if the Kindles were being used, and Bev said they were not. Bev will look into that and see if they would be compatible with the BiblioBoard’s technology requirements.

Regarding Apollo, Bev spoke to Cameron in Texas and he said that the bill for Biblionics was paid in February. Bev will carry the cost for this and Treadwell’s computer support contract in next year’s budget. She will give Treadwell’s current contract invoice to Catherine Shaw to process.

Office Equipment will remain the same at $500. Jami asked if there were any furniture requirements that Bev foresees. Bev would like to replace the chair behind the Circulation Desk. The Trustees told her to go for it. Bev said she noticed in a couple of other libraries that the Children’s Room has shelving at eye level for the kids’ picture books. She will email a picture of what she’s talking about to the Trustees.

The carpeting in the Wensberg Room was discussed; it is scheduled to be cleaned this fall and we’ll see how it looks afterwards. The painting of this room was also discussed, and using the special white paint for projection on one wall. If there is money left in this year’s budget, the Trustees said to have Rick do it.

Dues and Professional Expenses: This includes the NHLA and ALA dues. There are some professional training books that Bev would like to purchase that would come under this line item.

Other Business:

Ray Cilley asked (via email) for the final billing on the contract and the Change Order for work above and beyond contract scope to be approved for payment in the total amount of $24,377.50. This was approved by the Trustees.

Mathewson Companies have pledged $1,250 as a donation to the Library for future landscaping plans.

The next meeting will be September 6, 2017 at 6:30 PM.

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

**The meeting adjourned at 8:27 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk