**STEPHENSON MEMORIAL LIBRARY TRUSTEES**

Town of Greenfield

 Final Meeting Minutes

Recorded by Janice Pack

October 4, 2017

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

**Meeting Opened**: 6:38 PM

Ray let everyone know that Jami Bascom will try and meet the meeting tonight, but will be late. Mary Ann will fill in for Jami on the vote.

Bruce presented Eileen with a plaque that the Trustees had inscribed for her thanking her for her service to the Stephenson Memorial Library.

**Minutes**: The minutes of the meeting held on 9-12-17 were reviewed. Mary Ann asked about the electronic sign, and Neal explained what the zoning ordinance relative to signs allowed. He said that Robert Marshall had told him that if an electronic sign was in the best interests of the Town, it might be allowed. Neal gave more information on the type of sign that they were thinking of. He felt the sign could be used not just for Library information, but to benefit the entire town. Two changes were made: amend “Windows 7” to Office 2007 Windows 10”, and correct “DSI” to “DSL”. Mary Ann moved to accept the minutes as amended, and Kathy seconded the motion. All were in favor.

**The Treasurers Report**: Mary Ann gave the Treasurers Report, and it was felt that being at 74.6% at the beginning of fourth quarter was right on balance. Bev said she was concerned about the electricity line being at 94.7%. She said she will speak to the staff about keeping an eye on the lights. Fuel is at 34.5% of the budget right now, so that will help offset. Neal moved to accept the Treasurer’s report and Bruce seconded the motion. All were in favor.

**The Directors Report**: Bev is still working on the budget. She spoke about some of the new programs that she is working on. The Friends will be participating in the Harvest Fest. Bev enjoyed attending the Primex presentation on September 21st, and said it was very worthwhile. Staffing was discussed. Biblioboard is moving ahead.

**The 2018 Budget**: Bev reviewed some of the items that had been discussed at the last budget meeting. The numbers are up; a slight increase in the Computer Technology line as Treadwell’s prices have gone up, and the Director Salary/Wages line has increased. The Select Board will meet with the Library Trustees to go over the budget on November 7th, and Bev will submit her budget to Aaron Patt on Monday, October 9th, as requested. She will send it to the Trustees by Friday for their approval. Jami (arrived at 7:30) asked if we are putting supplies for the 3D printer in the budget so we can get that up and running next year. Bev said they did have supplies on hand.

**Other Business:** First order of business is to call the Town and get rid of the fleas downstairs. Bruce told Bev to talk to Rick immediately.

Ray spoke about the fact that the loam that he bought still has not been spread. He is waiting to hear back from Aaron about where we stand with the Capital Reserve Fund. Ray would like to put the remaining monies toward landscaping to finish the outside area. Rick was working on a landscaping contract that the town wants to put out which would include separate prices for the town departments/buildings. Ray was told that the Library could do their own thing, and he would like to consider this option, as he is disappointed in the service that we are currently getting. Items like mowing, mulching, weeding, etc. would be included. Bruce moved to ask Ray to work up the scope to present to the Town. All were in favor.

Mary Ann reported on behalf of the Friends that they are hoping all will attend the Harvest Fest, and mentioned that they are working on the Tree Lighting event, too.

Jami presented the non-public minutes for the Board to review. These were the non-public minutes of meetings held on 8/4/17, 8/9/17, 8/19/17. There were also minutes from a public meeting held on 8/9/17. Bruce made a motion to accept the minutes and Neal seconded the motion. All were in favor.

The next meeting will be November 1, 2017 at 6:30 PM.

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

**The meeting adjourned at 8:02 PM.**

Respectfully submitted,

Janice Pack, Recording Clerk