

STEPHENSON MEMORIAL LIBRARY TRUSTEE

MEETING AGENDA 1-13-2021

1. September's Monthly meeting minutes as amended for 11/11/2020
2. Accepting unanticipated money from Merrill fund, Moose plate grant and Debra Cilley Trust fund.
3. Treasurers Report
Status on new checking accounts "SML Project Income"
4. Director's report
5. Status on the LLA for the library.
6. Moose Fund Grant status
7. Discussion on the Debra Cilley Trust schedule for 8 PM

Short-term goals

1. Staff performance reviews January 2021

Jean's Action items list:

Kathy/Mary Ann... Creation of a Donation Book... 9/24/20 To be started Jan. 2021
Create a Merrill Fund Trustees checking account... 10/14/20
Create a checking account for the "Library Projects fund"(use the \$600 from Ken Paulsen???).
Check out company/contractors on automatic door for main entrance ... 11/11/20

Mary Ann... Start monthly files folders for bills and receipts for each month (suggested by the auditors), Treasurer's reports to be placed in the Trustees file cabinet.

~~Bruce... Request information from Barbara Miller on why the town of Greenfield is named as the recipient of the Moose Plate grant. 10/14/20~~
Cost estimate from Bill Harper for attic and air conditioner issues... 10/14/20
Submit paperwork for Moose Plate Grant... 10/14/20
Complete Moose Fund Grant using the SML as beneficiary 11/11/20

Director...

Contact Alarm company for listing of who is notified. 12/9/20
~~Computers for the circulation desk... 10/14/20~~
New hire for Saturday work and for on-call personnel... 10/14/20
Efforts to get the "Common's" computer up and running... 10/14/20
Staff performance reviews.... 10/14/20
~~Tree removal... 10/14/20~~
~~Notify Bill Harper when tree will be removed.... 10/14/20~~

Diane... Contact automatic door contractor for pricing... 9/24/20

NEW FROM 12/9/20

- Speak to Pam and Lenny Cornwall regarding memorial check they gave to library - **Kathy**
- Trees on property- which ones were planted in memory of someone? Speak to Gail Smith - **Mary Ann** Speak to Carelle Mayer - **Kathy**

What does the landscaping fund cover? Who was it from? - **Valli**