

# STEPHENSON MEMORIAL LIBRARY TRUSTEE

## MEETING AGENDA 12-9-2020

1. September's Monthly meeting minutes as amended for 11/11/2020
2. Treasurers Report  
Status on new checking account
3. Director's report and ....
  - Circulation desk Computer purchases and installation
  - New Hire(s)
  - Upcoming Library events
4. 1<sup>st</sup> vote on new Personnel Policy prior to town council review (provisional approval)
5. Moose Fund Grant. See below in Bruce's action item.
6. Was the removed tree a memorial donation as requested by the Select Board.

### Short-term goals

1. Staff performance reviews 11/11/2020

### Jean's Action items list:

**Kathy/Mary Ann... Creation of a Donation Book... 9/24/20**  
**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...Computers for the circulation desk... 10/14/20**

**New hires 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**