Stephenson Memorial Library Trustees

Meeting Minutes 2/8/2022

Conducted in person at Meeting House

Attendees Diane Boilard, Bruce Dodge, Andra Hall, Mary-Ann Grant, Jean Rube-Rainer, David Bridgewater

Guest: Patrons opposing mask mandate at library, including, Billie-Jean Greene, Kate Cartier, Eric Kokal, Britany Chichester.

Meeting called to order at 6:35

1. Billie-Jean Greene spoke to the issue of requiring masks at the library, asking for masks to be made optional or in-lieu of that a time for them to use library un-encumbered. Kate Cartier, Eric Kokal and Britany Chichester also spoke for the issue.

The Board of trustees, did not agree with the presented rational. Jinni Poulrde spoke to the issue and felt both sides felt strongly on their respective views and suggested forming a working group to see if a compromise was possible. David Bridgewater agreed to meet with Billie-Jean Greene to work on a compromise accommodation, in the coming weeks.

1. Amended minutes from 1/11/21 were presented and accepted.
2. Move was made and seconded to accept amended budget changes presented to the select board at the budget hearing, changes 1) reduce collection budget by $2000, 2) Reduce Computer Tech by $1000, 3) reduce legal by $1000 and 4) to withdraw the warrant article for $5000 for engineering study for parking lot expansion. Vote passed; updated budget will be sent to Select board.
3. The Treasure’s report was presented by Mary-Ann Grant and Andra Hall. Trustee Checking account has a balance of $2,686.61 including a $20.00 deposit on 2/8. Funds from copies (jan 21-dec 21) was $345.68 and the period for (Jan 21-jan 22 )$388.68. Conscience Fund (jan 21- dec 21) $60.68 and through (jan 21 -Jan 22) of $66.68. SML project accounts as of 2/8/22 include Debra Cilley Bequest $15,000. Merril Fund $10,663.20, Moose Plate Grant $5000.00, Wensberg $750.00 for a total of $31,413.20. It was noted that the copies monies could not be spent until the bookkeeping RSA warrant was passed in this year’s Town Meeting. There was discussion about the friends renewing Hoopla service for 4 years without the Directors approval and that by tying us in with this service may not be in the best interest of the library as this technology is changing so quickly. Treasure’s report was moved seconded and accepted.
4. The Director’s report was presented by David Bridgewater. The oval table in the Wensburg room would be retained, as so many groups find it useful. McGurty the cleaning company contracted by the Greenfield the clean town offices and spaces has been very sporadic lately due to an employee leaving the company, leaving less people to do the job. David will speak with the town administrator. New storage shelves were installed in the Wensberg room to get children’s floor seats out of the way when not in use. Progress is being made on the new website as a new person at the vendor has taken over our account. It was noted by Diane that the current website, the trustee info was missing. And that the person who was going to help with the Facebook page has not been given admin rights yet, David said he still did not know how to do it, as all the instructions he has received have not worked as Facebook keeps changing the process. It was also noted that SML policies still need to be added to the website. David watched a presentation on cyber security, should we have cyber security insurance? Trustee consensus was not reached at this time. David wanted to know what he should back up, just in case? We need an emergency call tree? We already have one, same as our security company would use when trying to contact someone at the SML leadership team. Create a security checklist, and does our security system provider (Adel-x) have a written responsibility role for security. (what is in the contract ?) Report moved, seconded and approved.
5. Part time Librarian job posting, currently on NH state library site, and will be added to Facebook page, NH State Employment Office and perhaps NH college alumni sites.
6. Meeting space policy was tabled until Zoom meeting can be set up with Primex, Credit card policy tabled.
7. Donation book, Bruce reported it’s still a work in process.
8. Library survey, Bruce reported still in process, and Andra reported the “Mail Chimp” survey had not been created yet.
9. Other, returned to Mask Mandate issue. Discussed options and days available, Friday is the best for the library as there are no events scheduled and the Wensberg room is free all day. It’s important to get the input of the staff, as they will be the ones in contact with mask less patrons. Staff will be polled by David. David is open to making an accommodation as he wants the kids included, it is what we are about.
10. Reviewed Jeans action items.
11. Valli may have a candidate for our minutes taker.
12. Next meeting 3/8 in Wensberg room, that night is also election night.
13. Meeting Adjourned at 9:10

Submitted by

Bruce Dodge

SML Trustee