

Stephenson Memorial Library Trustees

Meeting Minutes 1/11/2022

Recorded by Michelle Hall

Start: Conducted in person in the Wensberg Room.

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

Absent Members: Valli Hannings

Guest: Fran Turisco

Diane called meeting to order at 6:39 pm.

1. **Vote of December 14, 2021 meeting minutes as amended.** Diane motioned to accept the minutes as amended, Bruce seconded. All were in favor; motion passed.

2. **Treasurer's Report, plus...**

Mary Ann received the Library Budget printout and the detailed last fiscal year report. As of 12/31/2021 the trustees checking account is at \$2697.61 after \$200 donated from a Peterborough resident and \$105 from the line dancing group. The SML Special Projects Fund account is at \$26,403.20, An additional \$5000 will be received this week from the Debra Cilley Fund. Mary Ann is planning to resign as treasurer after the auditors have finished, She would like to continue as an alternate trustee. Diane asked for Andra and Mary Ann to get together to train on the audit process.

- Ability to print statements for both accounts: Andra reached out to the bank and was able to get the account issues fixed, along with a total of \$25 in fees returned to the accounts. Andra and David were able to figure out a system that is for printing out statements.
- Warrant article for retention of revenue: Andra has submitted the warrant article.

Diane motioned to accept the treasurer's report, Andra seconded. All were in favor; motion passed.

3. **Director's Report, plus:**

David explained that the First Lego League is a program which, with computer programming, combines LEGO's with robotics. Brigid has been meeting with two groups each week for the last few months. The 9-14 year-old Challenge Group took part in a competition at the Hollis/Brookline High School. The Greenfield Inventors were invited to attend the New Hampshire FIRST LEGO League Challenge Championship to be held at the Windham High School, however were not able to attend due to Covid.

- Computers and furniture purchases for 2021: Two desktops and one laptop have been purchased and will be installed on Wednesday.
- David does have a signed contract for moving the desk. David will submit this to the town under office supply line item, as this work will make the library ADA compliant.
- David did not receive the chair material samples. He did receive other samples which will not work.

- David talked with the furniture company, they sent emails but he has been unable to view them.
- The bookcase – David suggested to put some brackets on the wall for now, the table he got from the yard sale can be used for the bookcase and he'll find another table for the lunch room.
- David will need more than \$15,000 for the carpet and furniture purchases. Ray and David will be having a meeting to discuss the use of the Debra Cilley Fund donations.

Diane motioned to accept the director's report, Andra seconded. All were in favor; motion passed.

Bruce sent an email to the Trustees on 12/29/21 stating that he spoke with the Nashua Public Library inquiring about their insurance policy regarding their Meeting Rooms-see email.

Bruce talked with Doreen about the oval table, she does not want it and is ok with the removal as there is no sentimental value.

Mary Ann explained that the commons no longer have helpers. David is going there tomorrow to inform them that it is his requirement that masks be worn completely and all of the time.

4. **Request from the Director of Emergency Management, Dave Martin, to accept storage shed for the Emergency Shelter to be placed at the library for emergency supplies. Need Vote.**

Diane explained that the request is for a 10x10 or 10x12, shed to be installed to the rear of the library. Diane motioned to accept a shed to be placed determined by the library director and trustees, Bruce seconded. All were in favor; motion passed.

5. **Transfer Moose Plate Grant Certificate of Authority to another Trustee (vote).** Diane explained that, due to her leaving, someone else will need to take this over. Andra will be this person. Bruce motioned to transfer the Moose Plate Grant authority from Diane to Andra, Diane seconded. All were in favor; motion passed.

6. **Parking lot extension/Engineering Plan/Warrant article (\$5,000???)** The warrant article was re-submitted to Aaron today.

7. **Meeting Space Policy & Credit Card Policy (Submitted from Aaron Patt):** The trustees tabled until the next meeting as they would like to meet with Pimex before accepting a policy.

8. **Trustees By-Laws Review & provisional vote:** Bruce motioned to accept the By-Laws as presented, Diane seconded. All were in favor; motion passed.

9. **Part Time Librarian Ad.:** Diane has sent everyone a copy of the edited advertisement; the trustees made some additional edits. Bruce will be the point person. Diane motioned to approve the amended ad, Andra seconded. All were in favor; motion passed.

10. **Donation Book:** Tabled.

11. **Library Survey:** On going. Andra is still working on a Survey Monkey.

12. **Jean's Action Items:**

Diane- Invite Primex to join a trustees meeting- on going, waiting on new contact person

David- set up meeting with Ray Cilley to discuss donations

Email the volunteer form to Andra to look over

Send Bruce donation information to be added to the book- on going.

Find another bookshelf in basement- on going.

Andra- SML Special project fund, online banking - completed

Mary Ann and Andra – get together to work on the auditor stuff, create a system – on going

All- send Bruce ideas or websites where to post Part – Time Librarian ad. Review credit card policy and meeting space policy.

Diane motioned to adjourn at 8:23 pm, Bruce seconded. All were in favor; motion passed.

The next meeting of the Library Trustees will be held on February 8th, 2022.

Minutes respectfully submitted by Michelle Hall.