

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
June 14, 2022

Location of Meeting: SML Wensberg Room, 761 Forest Rd., Greenfield, New Hampshire

Present at Meeting: Bruce Dodge (Chair), Andra Hall (Treasurer), Katie Cartier (Secretary), Mary Ann Grant (Board Alternate), David Bridgewater (Library Director), Jean Rube'-Rainier (Board Alternate), Valli Hannings (Friends Of The Library Committee), Linette Seigars (Recorder)

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 6:33 pm June 14, 2022 by Bruce Dodge.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved, notating a minor spelling correction of "Mah-Jong" and delineation of "NH Humanities Council speaker".

III. Treasurer's Report

Balance of Accounts:

- Special Project Fund: \$32,756.15
- Merrill Fund: \$12,006.15
- Moose Plate Grant: \$5000.00
- Deb Cilley Bequest: \$15,000.00
- Wensberg Fund: \$750.00
- Trustee's Account: \$3120.92 - Deposits include: Copies: \$21.50, Book replacement: \$10 and Line dancing: \$70. Ongoing issue with bank recurring fee of \$5.

Brief discussion ensued regarding Budget YTD expenses. Heating fuel is over projection as well as timing issue on Computer Tech expenses in perspective of percent of the budget expended.

Treasurer's Report accepted.

IV: Director's Report

- An overview of ongoing activities such as Pollinator Path, Story Walk, surge protector issues in Director's office, Lego Robotics team, and electrical work were discussed amongst the group. (*See Director's Report for the SML Trustees dated 6/11/20122*)
- Lego Robotics expenses: A motion was made, seconded and unanimously approved for a maximum of \$600 to be used from the Wensberg Fund for team expenses including a portion of tee shirt costs.

V: Youth Librarian

- Currently awaiting background check information on Ella Cademartori, the chosen candidate.
- Discussion ensued regarding policy on children left at library. David agreed to draft a form for parental signature.

- Thank you letters were sent to applicants who were interviewed per Bruce.

VI: Friends of the Library

- Valli discussed the Lending Library initiative at Oak Park and State Park (Little Free Library) and is seeking permission from the Greenfield Select Board and Library Trustees to move the books. A motion was made, seconded and unanimously approved by the Library Trustees in favor of this initiative.

VI: Old Business

- Outdoor Screen-house Project update: Budget for screen-house purchase is about \$500. David will finalize search and identify purchase. Bruce will coordinate the platform construction after screen-house is purchased. Mary Ann suggested a closer look at traversing, accessibility to/from the outdoor space.
- Story Walk: Andra spoke about the lamination services no longer being available. Bruce will check on a resource. Trademark for "Story Walk" needs to be posted on site and David will pursue. Next book for the Story Walk is anticipated beginning of July.
- Friends of the Library Activities update: Valli announced Concert on the Commons beginning next Tuesday and Book Sales. Town-Wide Yard Sale - no update at this time.
- Website: This is an ongoing effort with weekly improvements. Updates are needed on policy posting, Trustee information as well as Book Club info. This led to a discussion of the review/revision of all library policies and procedures including the formation of a workgroup for regular policy review.

VII: New Business

- David informed the group about a new garden volunteer, Nancy Crockett.
- Mary Ann will contact Jim Morris regarding landscape work.
- The lower level back entry door water run off issue needs to be remediated.
- Heating costs are up for future discussion.
- The trustee filing cabinet will be utilized for Ella.

VIII: To Do List

- January through March Library Trustee Meeting minutes have been sent to the town for posting.
- The electrician will be meeting with David this week.
- David to work on "Collection Development" policy.
- David will contact the alarm company relative to the unlocked door/alarm incident this past Monday, as to why he was never called.

Meeting Adjourned at 8:27 PM

Non-Public meeting followed and adjourned at 9:43pm.

Respectfully submitted,
Linette Seigars

Recorder (as accepted and approved at July 11, 2022 Trustee meeting)