

## **Stephenson Memorial Library**

### **Minutes of the Monthly Meeting of the Board of Trustees**

**May 10, 2022**

**6:42 PM**

#### **Location of Meeting:**

Wensberg Room

761 Forest Rd

Greenfield, New Hampshire 03047

**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)

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 6:32 PM on April 12, 2022 at Wensberg Room 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.

#### **III. Treasurer's Report**

- Special Project Account Bal: \$32,756.15
- Merrill Fund: \$12,006.15
- Moose Plate Grant: \$5,000.00
- D. Cilley Bequest: \$15,000.00
- Wensberg: \$750.00
- Trustee's Account Bal: \$2,906.22 + pending deposits
  - Pending deposits totaling \$68.20
- Line Dancing income as follows:
  - Dec. 2021 - \$105
  - Feb. 2022 - \$130
  - Mar. 2022 - \$60
  - Apr. 2022 - \$130
  - May 2022 - \$75
- Received \$25 Gift Card from Local's Cafe & Tavern for Winter Reading Program award

Treasurer's Report APPROVED.

#### **IV. Director's Report**

- Story Walk path laid out. Ribbon cutting ceremony and public reveal will be 11am on Sunday 5/15
- Library bathroom now has a wall container with free sanitary products
- Winter Reading Program wrapped up in April: 2 bicycles, a \$25 Amazon gift card and a \$25 gift cert. for The Local's Cafe & Tavern awarded.
- Mah-Jongg group held a day long meet/luncheon with other groups in Wensberg Room
- David attended Nubanusit Library Co-op meeting on 4/14. SML to host the group meeting on Friday 5/13
- David picked up a large bookshelf for basement storage from Hampstead Library for FREE
- Mother's Story-Hour Tea held on 5/3
- Book Group had discussion w/ guest speaker of the book "Hamnet". Copies of the book were donated by the NH Humanities Council

#### **V. Update: P/T Library Assistant Search**

- 1 of the 4 applicants has dropped out
- 1st Interviews went well
- 2nd Interviews for top 2 candidates to be held week of 5/16 - 5/20
  - Candidates are being asked to produce a slide show presentation for a month long, youth program of their design

#### **VI. Update: Minutes Taker/Clerical Position**

- Linette S. may be interested. She will attend June meeting to see if it's a good fit

#### **VII. Old Business**

- Electrician for Automatic Door - still on the hunt! Many companies are booked out months
- Screen house - David researching different models on Amazon & other sellers
- Story Walk - to be finished by 5/15
- Friends Update - Continuing sale of Brownie Sundaes @ Music on the Common on Tuesdays throughout summer
- Staff Reviews - 3 out of 6 completed. David will finish by 5/13

#### **VIII. New Business**

- Training Session on SML alarm system after meeting for all Trustees who have keys



- FYI - NH Labor Board coming to inspect Frankestown Library. David stated that A. Pratt found behind the circulation desk needed clearing up at last inspection. David will secure the wiring behind the desk prior to the next inspection.
- Motion made to move meetings to 2nd Monday for months of July & August due to conflict with the Music on the Commons - **Unanimously Accepted!**

#### **IX. To-Do List Update**

- Jean R. updated the Trustee/Friend's To-Do List

**Meeting Adjourned at 7:33pm**

Submitted by:  
Katie Cartier (Secretary)  
Stephenson Memorial Library  
Board of Trustees