

**Stephenson Memorial Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**August 8, 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), David Bridgewater (Library Director), Jean Rube'- Rainier (Board Alternate), Mary Ann Grant (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 6:37 pm August 8, 2022 by Bruce Dodge.

**I. Agenda/Handouts**

- Handouts distributed by David included Director's Report, Student Aide/Volunteer Supervision Policy draft and Library Stats spreadsheet.

**II. Review of Previous Minutes**

- The minutes of the previous meeting of July 11, 2022 were reviewed and unanimously approved. The approved minutes will be emailed by Linette to David for official record of file.

**III. Treasurer's Report**

- Special projects remain status quo per Andra. The screen house cost of \$269.99 will be expensed from the Cilley Fund.
- The following deposits have been made to the Trustee's account for:
  - Line dancing - \$165.00
  - Conscience funds - \$45.00
  - Copies - \$27.50
- Trustee Account balance: \$3477.92
- Treasurer's report accepted.
- Over the next couple of months Mary Ann will be handing over her duties to Andra. Mary Ann added that for auditor purposes we will need to have receipts, reports and minutes accessible for all special accounts.

**IV: Director's Report**

- A copy of the *Director's Report* and a *Student Aide and Student Volunteer Supervision Policy* were reviewed. It was agreed by the group that the draft policy looks good.
- Use of the Wensberg Room by folks from out of town was discussed. This should be run by the insurance carrier.
- David requested permission to dispose of 2 shelves no longer in use and this was approved by the Trustees.
- Portico at the outside entrance to the Wensberg room - request for suggestions on who might be able to do the work.
- Library Statistics spreadsheet was reviewed and discussion ensued. Bruce would like to see the wireless use tracked for remainder of year.
- Summer Reading Program is going well.
- Director's report was accepted.



#### **V: Youth Librarian**

- Jean suggested having Ella possibly join an upcoming Trustee meeting.
- Ella is making a very nice transition into her new role. Let's look into a Greenfield Spirit posting about our new Youth Librarian.

#### **VI: Friends of the Library**

- Permission from the Select Board has been received for the Little Free Library placements at two locations (Oak Park and Sunset Lake). Valli will consult with the Highway Department on specific placements. Valli would like to have the logo painted on the Little Library boxes and was open to suggestions.
- Book sales are going well and moving out about 50 books per event.
- Concert on the Commons: 8 week budget costs the town \$2000. A discussion ensued on possible future funding options.
- The possibility of a yard sale after Labor Day is being considered, and ideas are welcome on new "Friends" membership.
- Octoberfest Silent Auction scheduled for September 24th is looking for donations.

#### **VI: Old Business**

- Outdoor Screen-house Project update: The Screen-house has arrived and the goal is to assemble this coming weekend. The lumber for the platform is estimated to be about \$1000 which will be expensed from the Cilley Fund. Discussion ensued regarding decking materials, chairs, and possible outdoor rug
- Story Walk: A new book is up! Andra was able to secure lamination services. Sun damage is occurring on the laminated materials and suggestions on possible remedies followed. Next book ("In the Woods") will be coming in September.
- The Staff Survey results were reviewed by the group. Overall the feedback was great. A Patron Survey is in the works.

#### **VII: New Business**

- Policies and Procedures: Andra will be creating a master file on all Library policies which will be utilized to streamline the endeavor, determine what we have, what we need, formatting, numbering system, etc. Andra has also agreed to check on state requirements regarding record retention.
- Library Card Drive: Katie shared an email from Billy Jean Greene relevant to increasing library usage and literacy rates in NH. A discussion ensued relevant to incentives, current card count and possible promotion at upcoming events.
- Budget Season is approaching and the planning will begin in September. The Trustees are asked to send each other their available dates for additional planning meetings that will be warranted for budget preparation.
- Upcoming Reviews: Director annual review by November, Youth Librarian 3 month review.

#### **VIII: To Do List**

- Jean reviewed the group's list and provided updated status on all items.
- Of note, the electrician will begin work on September 26th and;
- Discussion ensued regarding upstairs carpet replacement possibilities as well as expansion of parking lot.

**Meetings will return to 2nd Tuesday of each month beginning in September. Next Meeting is scheduled for Tuesday, September 13, 2022 at 6:30 PM.**

**Meeting Adjourned at 8:20 PM.**

Respectfully submitted,  
Linette Seigars, Recorder