

# **Stephenson Memorial Library**

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

### **April 11, 2023**

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

**Present at Meeting:** Katie Cartier (Interim Chair), Andra Hall (Treasurer), Britni Chichester (Newly Elected Trustee), Mary Ann Grant (Board Alternate), David Bridgewater (Library Director), Valli Hannings (Friends of the Library Committee), Jean Rube'-Rainier (Board Alternate) and Linette Seigars (Recorder).

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:25 pm on April 11, 2023 by Katie Cartier and the agenda was distributed to the group.

Introductions were made as the group welcomed Britni Chichester, newly elected, to the Board of Trustees of Stephenson Memorial Library. Welcome Britni!

Andra opened with a reading of the SML By-Laws which included a description of the roles of Chair, Treasurer and Secretary. A motion for reassignment of roles was proposed as follows: Andra Hall, Chair; Katie Cartier, Treasurer; and Britni Chichester, Secretary. The motion was seconded and all voted in favor.

The role of Board Alternates was briefly discussed noting that the By-Laws require three such individuals. Andra proposed Valli Hannings and Jean Rube'-Rainier, as Board Alternates. The motion was seconded and all voted in favor. With the anticipated resignation of Mary Ann Grant, upcoming, Valli has agreed to inquire with Friends of the Library group of any others that may be interested in filling the role.

With the welcoming of Britni, Andra gave a brief overview of the on-line Library Trustee Orientation offered at [NHLTA.org](http://NHLTA.org) (New Hampshire Library Trustee Association) and requested that David print out three copies of such and sign Britni up for membership to the site.

#### **I. Review of Previous Minutes**

- The minutes of the previous meeting of March 7, 2023 were reviewed and unanimously approved. The approved minutes will be emailed by Linette to David for official record of file.

#### **II. Treasurer's Report**

- Andra presented the treasurer's report delineating the following balances of accounts:
  - SML Trustee Account - \$3,905.41
  - Projects Account - \$31,771.16
  - Merrill Account - \$11,291.15 (with deposit of \$336.42 forthcoming)
  - Moose Plate Grant - \$0
  - D. Cilley Account - \$19,730.01
  - Wensberg Account - \$750.00

- Copies - \$295.93; Conscience - \$238.88; and Line Dancing - \$1560.00; balances do not include deposits from December and January. Update of these balances will be forthcoming.
- Staff Appreciation Day: The group agreed as follows; to schedule this event for Thursday, May 18th at 7:00 PM in the Wensberg Room; gift cards expensed from the Line Dancing Funds of \$150 for each adult employee and \$50 for each of the two students would be given. In addition, the library will close early (7:00 PM) in honor of the event.
- Outdoor EMC (Emergency Management Committee) Shed: A vote was proposed to take the sum of \$2800.00 (approx.) from the Merrill Fund to increase the size of the shed from 10' x 20' (as being funded by the EMC) to 20' x 20' to ensure additional SML space usage. The motion was seconded, and all were in favor.
- Andra noted per the town reports provided by Catherine Shaw, as of March 9, 2023, SML has used about 30.6% of the annual heating fuel line and electricity costs are running "spot on" at about 25%.
- Mary Ann reminded the group that the Auditors are expected most likely, some time in April. She will keep the Board up to date on notice of such.
- The Treasurer's Report was accepted.

### III: Director's Report

- David handed out a copy of the *April Director's Report*.
- Highlights of the *Director's Report* include Ella's efforts regarding "All Together" theme for the summer reading program; roof issues and a request into Mike Borden for assessment; ten days without SML internet due to the snow storm; and backlog on staffing reviews.
- A brief discussion ensued with the group relevant to the emergency succession of the Library Director position in case of an unexpected vacancy, noting that this should be reviewed with a clearly delineated procedure being known to the Trustees.
- The Director's Report was accepted.

### IV: Old Business

- Pollinator Garden: Katie has agreed to talk with Ray Cilley further regarding the hydrangeas and the Deb Cilley memorial stone. Funds will be used from the Cilley fund for these purchases.
- NH Humanities: Katie has inquired for a June presentation of "Music in My Pocket" event and will finalize once Wensberg Room availability is confirmed.
- POLICY REVIEW: Andra has spent quite some time digging into policies in an effort to bring SML up to date and on par where we should be. She has developed a spreadsheet, standardized a format, and has drafted a number of policies that she has shared with the group for review. It was agreed that beginning with May's Trustee meeting, **Policies/Procedures** would become a standing part of each meeting agenda including appropriate review, voting, sign off, etc. This should prevent any future backlogs on the matter. Andra is planning on inviting Primex, possibly to the June Trustee meeting, for input. In addition, a determination needs to be made on which policies/procedures will be displayed on the SML website.
- Semi-annual meetings with SML and Friends of the Library was suggested.

### V: New Business

- Discounts/Passes: The group discussed possible SML offering and agreed to pick several options for cost review and potential usage.
- Patron Survey: Included in the discussion were questions of who are we trying to reach; length of/or brevity of actual survey; possible use of Facebook and Instagram; and David will inquire amongst the SML staff as to who should do the survey

#### **VI: To Do List**

- Jean presented an overview of the *To Do List* with the group. Of note were the following items:
  - Security cameras review status;
  - Possibility of Ella joining the upcoming May meeting;
  - Strategic Planning - David reached out on this matter with no response to his request(s). Future discussion needed.

#### **VII: Upcoming Notices/Meeting Dates**

- “*Titanic Talk*” - Wensberg Room, Thursday, April 13, 2023 at 7:00 PM.
- SML Trustee Meeting Date Changes: The Trustees will meet in July on Thursday 7/13/2023 and in August on Thursday, 8/10/2023, 7:00 PM usual start time for both meetings. Please note these changes on your calendar!
- **Next Meeting is scheduled for Tuesday, May 9, 2023 at 7:00 PM in the Reading Room.**

**Meeting Adjourned at 9:25 PM.**

Respectfully submitted,  
Linette Seigars, Recorder  
(as accepted and approved at May 9, 2023 Trustee meeting)