

Stephenson Memorial Library

Minutes of the Monthly Meeting of the Board of Trustees

May 9, 2023

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

Present at Meeting: Andra Hall (Chair), Katie Cartier (Treasurer), Britni Chichester (Secretary), David Bridgewater (Library Director), Valli Hannings (Board Alternate, Friends of the Library Committee), Jean Rube'-Rainier (Board Alternate), Linette Seigars (Recorder) and Guest: Ella Cademartori (Children's Librarian).

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:12 pm on May 9, 2023 by Andra Hall, Chair.

I. Review of Previous Minutes

- The minutes of the previous meeting of April 11, 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

- As the role of Treasurer transitions, Andra continued to present the treasurer's report delineating the following balances of accounts:
 - SML Trustee Account - \$4,141.41
 - Projects Account - \$32,107.58
 - Merrill Account - \$11,627.57
 - Moose Plate Grant - \$0
 - D. Cilley Account - \$19,730.01
 - Wensberg Account - \$750.00
- Copies - \$336.93; Conscience - \$238.88; and Line Dancing - \$1755.00; balances do not include outstanding deposits from December and January.
- Andra noted the following budgetary line item expenses: Post Office Box fee increased \$10 per year; sewer fees are at 43% and computer/technology expenses at 78%, respectively, as of TY budgeted dollars.
- The Treasurer's Report was accepted.

III: Director's Report

- David handed out a copy of the *May Director's Report*.
- Highlights of the *Director's Report* included the matter of the library roof issues, inspection remains forthcoming.
- Discourse began quickly regarding the exciting Summer Reading Program Kick Off Event, and was curtailed under the meeting order of "Old Business".
- The Director's Report was accepted.

IV: Old Business

- Pollinator Garden:

- Andra reported that Rock Rose Farms has donated soil for the project and planting will take place on May 21st by the Girl Scouts. A mulch layer of wood chips under the soil was suggested by David.
- Katie met with SML donor, Ray Cilley, regarding the garden progress and expenses thus far from funds donated in memory of Deb Cilley. A brief discussion ensued and the group agreed that an itemized accounting of donor funded expenses would be compiled for Ray Cilley, along with a possible sketch of the garden and gazebo layout. Katie will reach out to Bruce Dodge regarding such a sketch and noted that Bruce is hoping to have the platform for the gazebo completed by end of May, first part of June.
- In addition, the group agreed that two separate signs would be appropriate to delineate, 1) The Deb Cilley Gazebo, and 2) The Deb Cilley Pollinator Garden.
- Parking Lot:
 - Some concern was expressed regarding the fact that Fieldstone, the chosen contractor, has not been in touch. Follow up needed.
- Summer Reading Program Kick Off Event:
 - Picking up where the group left off: Ella opened with a run down of her efforts to date and the group had a lengthy discussion sharing many great ideas for the “Carnival” event.
 - The “Carnival” date and time is firm; Sunday, June 25th from 11:00 AM to 2:00 PM;
 - “*The Flying Dogs*” were approved by the Board and will perform from 11:30 AM to 12:15 PM (est.) of which Francestown Library will co-sponsor with SML. It was decided that the SML portion of cost would be expensed from the Merrill Fund. Ella will reach out to other libraries in the area to solicit interest as well.
 - The Fire Department Auxiliary will be contacted regarding a fire truck showing; and
 - Katie will check on the types of food available at the Oak Park concession stand.
 - In addition, discussion included a possible dunk tank, scavenger hunt, SML booth with raffle tickets, bingo cards and patron survey, as well as making a music playlist.
 - Suggestions for advertisement and getting the word out, for this spectacular event included timely posting in the Greenfield Spirit, Monadnock Ledger, GES, The Messenger, and Monadnock Shopper. Katie agreed to inquire about the designing of some signs, and Andra questioned the possibility of posting the event on the new electronic Fire Department sign. Valli proposed the merits of installing a new sign, at some point, for the SML library which, with certain attributes, would make posting of such events and library offerings much more noticeable to the public and subsequently attract more attendance.
 - Tents and/or easy-ups are needed. Katie asked Ella to determine how many would be necessary.
- Story Walk:
 - Ella made a suggestion of having a guest book sign in hut for this activity.
- NH Humanities “*Titanic*” presentation:
 - Valli reported that the event was a great success with over 40 folks in attendance.
- Discount Tickets:
 - Andra reported, after inquiry to the New England Aquarium, that the high cost of discounts was more than likely cost prohibitive. The group agreed to look into perhaps a more narrowed scope of New Hampshire offerings and will add a question on the patron survey regarding feedback on this topic.

V: New Business

- A brief review ensued of possible changes to SML for summer hours, and after discussion, the group determined to leave the current open hours in place.
- David will ensure that all SML employees are invited to the Staff Appreciation Day on May 18th.

VI: Policies and Procedures

- Policies Reviewed by Board with Status:
 1. **Exhibit Policy:** No changes were made; motion was made and seconded to accept as presented (including the addendum). Website Posting = NO.
 2. **Gifts and Memorial Policy:** No changes were made; motion was made and seconded to accept as presented. Website Posting = NO.
 3. **Space Usage Policy:** No changes were made (pending possible Primex input); motion was made and seconded to accept as presented. Website Posting = YES, for now.
- Derek Martel from Primex will be attending the next SML Trustees meeting via ZOOM to review some of the policies from our insurer's standpoint. Andra will share those policies ahead of time with Derek.

VII: Upcoming Notices/Meeting Dates

- A "**Mothers' Day Tea**" will be held at SML on Saturday, May 13th from 10:00 AM - 12:00 PM. Light refreshments will be provided along with hat decorating activities.
- REMINDER: 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, June 13, 2023 at 7:00 PM in the Reading Room.**

Meeting Adjourned at 9:00 PM.

Respectfully submitted,
Linette Seigars, Recorder

(as accepted and approved at June 13, 2023 Trustee meeting)