

Stephenson Memorial Library

Minutes of the Monthly Meeting of the Board of Trustees

August 10, 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), and Linette Seigars (Recorder).

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:10 pm on August 10, 2023 by Andra Hall, Chair.

I. Review of Previous Minutes

- The minutes of the previous meeting of July 13, 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

- Katie presented the treasurer's report delineating the following balances of accounts:
 - SML Trustee Account - \$2,901.25 (balance is inclusive of \$305 payment expensed to Flying Dogs)
 - Projects Accounts*
 - Merrill Account - \$11,552.57
 - Moose Plate Grant - \$0
 - D. Cilley Account - \$17,770.01
 - Wensberg Account - \$250.00
 - *Total Projects Accounts - \$29,572.58*
- Above balances do not include any outstanding deposits.
- Efforts continue to move forward with switching banks. Two trustees will need to be present to sign for new account, and MaryAnn's death certificate will need to be presented to close existing account with M&T bank.
- A number of donations have been received in memory of MaryAnn Grant. It was decided to use the donated funds to open the new trustee account at Bank of NH.
- The Treasurer's Report was accepted.

III: Director's Report

- David handed out a copy of the *August Director's Report*.
- New shelves behind the circulation desk have been installed.
- Discussion ensued relevant to the website and ability and ease of making changes. SML website is locked in as an offshoot of the Town. David will contact "Civic Plus" (the contracted company behind the website) to inquire about the difficulties he is having. This issue may merit a consultation with Greenfield Town Administrator.
- Of note, David questioned the ability of the emergency backup generator to support the window air conditioners.

- The purchase of a replacement printer has been put on hold.
- The Director's Report was accepted.

IV: Old Business

- Pollinator Garden/Screen House Area:
 - Andra met with the Forestry Folks and feedback is most favorable for the connecting of the library with the forest trails.
 - The construction of the ramp for the screen house platform was discussed. Ramp will need to be 36" wide at minimum, handrails installed, and must meet ADA regulations. Valli will take the ADA information provided by Andra to Tim Gagnon for his consideration.
- Parking Lot:
 - Andra further reported that she has tried to connect with Fieldstone, left message and currently waiting for response.
- Discussion took place on a number of topics including:
 - 1. Promotion of Programs; Ella joined the group to participate in discussion that included getting folks to sign up at events with the presence of an inviting "Library Booth", and providing advertising materials, as well as a newsletter.
 - 2. NH Humanities; The "Brewing Guy" is no longer available for this year and it was agreed to schedule his presentation sometime in Sept/Oct. of 2024. Britni offered suggestions and it was agreed that Katie will check into "Folk Tales" for some time either early November 2023 or after January 2024.
 - 3. In memory of Mary Ann Grant, the group shared some ideas about the engraving of a granite bench to be placed out in front of the library.
- VOTES relevant to the above discussions are as follows:
 - VOTED: Flying Dogs: For formal record: As already unanimously approved via Trustee emails; the Board voted all in favor to pay \$305.00, from the Trustee Account, for Flying Dogs.
 - VOTED: Silver Circus: For formal record; as already unanimously approved via Trustee emails; the Board voted all in favor to pay \$500.00 from the Wensberg Fund for Silver Circus.
 - VOTED: NH Humanities: Further; the Board unanimously approved to expense a sum of \$300.00, from the Trustee Account, to NH Humanities for "Music in My Pocket" and an additional amount not to exceed \$100.00 for out of pocket expenses.
 - VOTED: Air Conditioning Unit; For formal record, as already unanimously approved via Trustee emails; the Board voted all in favor to expense \$75.00, from the Merrill Fund.
 - VOTED: Granite Bench: in memory of MaryAnn Grant, the Board voted all in favor to expense up to \$600.00, from the Trustee Account, for a granite bench.
 - VOTED: Teak Benches: in memory of Deb Cilley, The Board voted all in favor to expense up to \$3500.00, from the Cilley Fund, for the purchase of 2 teak benches. It was further agreed that use of the charge card would be approved to initiate this purchase to avoid any delays.
- Ella's planned maternity leave dates are 9/8/23 through 10/20/23.
- Valli brought several samples of stones in for possible donor engraving which included red brick, granite block and blue stone, and she shared sketches of the library prepared by Sheldon Pennoyer in 2018 which opened up further discussion on landscaping.

V: New Business

- With Budget preparation season approaching, Andra asked the board members to begin identifying projects/expenses that will need to be considered.
- Ella was asked to connect with the new Greenfield Elementary School (GES) principal before she goes on leave.
- The group discussed and agreed to getting the SML hours posted on the outside sign.

VI: Policies and Procedures

- Policies Reviewed by Board with Status:
 1. **Interlibrary Loan Policy - SML #14:** motion was made and seconded, all in favor, to accept as presented with no changes; Website Posting = YES.
 2. **Posting Policy - SML#06:** some minor grammatical changes were made; no content changes; motion was made, seconded, all in favor as reviewed; Website Posting = YES.
 3. **Animals in the Library Policy - SML#17:** motion was made, seconded, all in favor, to accept as presented with no changes; Website Posting = YES.
 4. **Other Public Services Policy - SML#15:** change language regarding telescope to - "up to 2 weeks"; change cost of copies to " .25 cents for all copies"; minor language change relevant to "homework"; motion was made, seconded, all in favor, as discussed with above noted changes; Website Posting = YES.
 5. **Collection Development Policy - SML #07:** to be reviewed next month.
- Andra raised the need to update the By Laws, specifically to include electronic consensus/approvals via emails amongst Trustees, as well as developing a credit card use policy.
- SML is in need of an "Inclement Weather" policy and the addition of an added clause (per RSA 202) which allows Library Trustees to supersede any policies/procedures within the town's personnel guidelines relevant to SML staff, only after consultation with Town Administrator. The group VOTED in favor of the addition of this clause. Andra will be contacting Aaron Patt on this matter.
- In addition, the group agreed to consult with Town Council relative to driving under age staff home from SML and developing a policy based on those recommendations.
- The "To Do List" was reviewed.

VII: Upcoming Notices/Meeting Dates

- **Next Meeting is scheduled for Tuesday, September 12, 2023 at 7:00 PM in the Reading Room.**

Meeting Adjourned at 9:30 PM.

Respectfully submitted,
 Linette Seigars, Recorder
 (As approved at 9/12/23 SML Trustee Meeting)

