

Stephenson Memorial Library

Minutes of the Monthly Meeting of the Board of Trustees

September 12th, 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), and Jean Rube-Rainier (Board Alternate).

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 7:13 pm on September 12th, 2023 by Andra Hall, Chair.

I. Review of Previous Minutes

The minutes of the previous meeting of August 10th, 2023 were reviewed and unanimously approved, with one correction made, per David's suggestion. The approved minutes will be emailed by Linette to David for official record of file.

II. Treasurer's Report

The treasurer's report was presented by Katie, including the balances of accounts at both banks in current use:

SML Trustee Account – M&T: \$2, 751.25, BNH: \$420.00; Total: 3,171.25

Copies – 413.43; Conscience – 269.43; and Line Dancing – 1,265.00

Projects Account – M&T: 24,234.68, BNH: \$400.00; Total: 24, 634.68

Merrill Account – \$11,052.57

Moose Plate Grant – \$0

D. Cilley Account – \$12,432.11

Wensberg Account – \$750.00

Mary Ann Grant Account – \$400.00

Above balances do not include outstanding deposits.

Notes:

The amount in the trustee's account includes the following trust fund interest deposits: \$250.00 in August 2021, and \$300.00 in August 2023.

The amount in the Deb Cilley Account reflects the payment of \$2,497.70 made towards Fieldstone for the parking lot survey.

A check was issued for the Silver Circus event of \$500.00 from the Merrill Account.

Tim Gagnon was paid an additional \$790.00 to make the new platform handicap accessible.

A payment of \$2,050.20 was paid towards the credit card to account for the purchase of two new wooden benches.

Both the payment to Tim Gagnon and the payment for the benches were paid for from the D. Cilley Fund.

The transition from M&T to BNH is in progress. The new accounts at BNH have been establish and two trustees added to the accounts (Andra and Katie), as well as David. David will inquire into how to set up a new credit card with BNH.

The treasurer's report was accepted.

III. Director's Report

David presented the trustees with the *September Director's Report*.

An update was given on policies being posted to the website.

The screenhouse has been reroofed, and the two new teak benches that were purchased in honor of Deb Cilley have been assembled outside.

David also related that the roof repairs have been finished including fixing a slipped slate tile on the older part of the library building, as well as, a section on the newer part which had been lifting.

Ella the children's librarian has now officially gone on maternity leave.

Warren Aldrich has volunteered to help with the library gardening. He will come up with a few drawings and suggest a plan for the trustees to review. It was suggested that this might be a good to use for the funds from the Mary Ann Grant Account. Final decisions will be made at a future meeting.

Nancy Crockett has finished her wonderful work tending the library flower beds and pots this spring and summer.

Finally, David presented a game plan to help with event advertising. The recent NH Humanities program lacked sufficient attendance. David has come up with a checklist for the staff and trustees to use when advertising an event.

The Director's Report was accepted.

IV. Old Business

Emma Gibson Forest Project/Pollinator Garden:

Andra provided an update on the Emma Gibson Forest Project, as well as the pollinator garden.

The green light has been given to move the story walk onto the forest trail. The pollinator garden has been established, and there are plans for more flowers to be added next spring.

Parking Lot:

Half of the original amount billed for the survey has been paid, allowing Fieldstone to send out the survey report.

The Warrant Article for the parking lot will need to be submitted to the town by October 30th.

Katie will contact Fieldstone to discuss the article.

Summer Reading Finale:

Attendance at the Silver Circus event was estimated to include around twenty children and their parents. It was a lovely way to end the summer reading campaign.

N.H. Humanities:

"Music in My Pocket" was, unfortunately, considered a flop, due to a lack of sufficient attendance. It was agreed that the cause was poor advertising.

Planning for the "Folk Tales" event will be put on the back burner until a good date can be determined.

Katie will look into whether the presenter for "Music in My Pocket" has any other presentations.

Promotion Updates:

The State Park Passes were considered to be a decent success, but there is still a question as to whether they will be offered again next year. More discussion is needed.

It was agreed that it would be beneficial to include neighboring town libraries in planning events.

This might allow for larger attendance at events.

Mary Ann Grant Bench and Donations:

Vali provided a write-up for the stone bench being purchased in honor of Mary Ann Grant. Two options for the inscription were presented. No decision was reached. A suggestion was made and will be presented by Vali to the Friends of the Library for further consideration. Donations for the Mary Ann Grant fund have been set aside in the projects account, and thank-you cards will be sent out by Britni before the next meeting.

V. Policy Review

David's corrections were made to the "Collection Development Policy," and it was unanimously voted to have it put up on the website.

Andra will work on a draft for the "Inclement Weather Policy."

David will review the town's credit card policy and email it to the trustees for review.

VI. New Business

Job Descriptions:

It was decided that the goal for reviewing the job descriptions was to develop a list of daily duties and goals for each staff member. David is going to work on this list.

Budget

The year-to-date budget was examined and adjustments for next year were considered. It was decided that the computer technology budget will need to be reconsidered along with spending for mileage. The post office box will no longer be needed, and discussion was also had regarding possible repairs to the roof that would need to be included in the upcoming budget report. Andra will be discussing salary raises with the town office.

The library budget will be due on October 23rd. The budget will be finalized and voted upon prior to that date at the October meeting.

The library budget hearing with the selectboard is scheduled for November 16th at 5:30pm, with an extra meeting date set for December 7th at 5:30pm, if needed.

Annual Report:

The annual report will be drafted by December 12th and is due to the town office by January 10th.

Lego Robotics:

David has asked that the library no longer host the Lego robotics club. There was no grant received for the club this year, and attendance is limited. Lego free play will be offered once a week instead.

Trustee Orientation:

It was confirmed that both Britni and Katie have completed the trustee orientation.

Hours of Operation Sign:

David has agreed to help mend that gap in the current sign. Also, it was decided that the library hours should be hung on the sign. Steps will be taken to find someone to print the signs.

Dead Tree Removal:

Andra made a motion to allow the dead pine tree to be removed from the library grounds. Katie seconded, and there was unanimous agreement.

Meeting House Grant:

Andra was contacted by the Friends of the Meeting House regarding a grant that the group is applying for. In order to help with the grant, Andra will write up a letter regarding the libraries use of the meeting house for NH Humanities events, as well as the libraries ability to provide additional parking for meeting house events.

VII. Upcoming Meeting Dates

The next meeting is scheduled for Tuesday, October 10th, 2023, at 7pm in the Reading Room.

Meeting Adjourned at 9:15pm.

Submitted by
Britni Chichester,
SML Trustee, Secretary