

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
November 14, 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 7:09 pm on November 14, 2023 by Andra Hall, Chair. Usual order of business was changed to accommodate David's early departure from the meeting, thus the Director's Report was presented and discussed first.

I: Director's Report

- David handed out a copy of the November 2023 *Director's Report*.
- Library statistics prepared by Emma on a weekly basis will now be restructured for monthly reporting.
- Ella has made plans to meet with the teachers at GES regarding field trips to SML.
- A new printer has been purchased and expensed from General Supplies.
- Roof repairs have been completed.
- David has received a quote of \$149K for a new heating/cooling system for the entire library.
- Discussion ensued regarding the SML Facebook page content and the posting of personal comments. David will address concerns raised to applicable staff.
- The Director's Report was accepted.

II. Review of Previous Minutes

- The minutes of the previous meeting of October 10, 2023 were reviewed and unanimously approved. The approved minutes will be emailed by Linette to David for official record of file.

III. Treasurer's Report

- Katie presented the treasurer's report delineating the following account balances:
 - *SML Trustee Account(s)*
 - (M&T) - \$2,724.85
 - (BNH) - \$ 120.79
 - *TOTAL \$3,040.96*

Projects Accounts

- Merrill Account - \$11,052.57
 - Moose Plate Grant - \$0
 - D. Cilley Account - \$12,432.11
 - Wensberg Account - \$750.00
 - Mary Ann Grant - \$340.00
 - *TOTAL Projects Accounts - \$24,234.68*
- Above balances do not include any outstanding deposits.

- Copies: \$413.43; Conscience: \$269.43; Line Dancing: \$1265.00; and Trustee Fund Int: \$550.00.
- Katie has received checks for the Trustee and Projects Accounts from Bank of New Hampshire (BNH).
- The Treasurer's Report was accepted.

IV: Old Business

- Parking Lot/Garden:
 - Andra noted that Fieldstone finally responded with their survey and she has forwarded it to Mike Borden.
 - It was decided amongst the group to wait on the warrant article for the parking lot expansion project and to revisit next year. Rather, efforts will shift to a gardener position to ensure proper care and maintenance of the garden and gazebo area that has already been established. A line item will be added to the budget.
 - Benches and awning will be brought inside for the winter.
 - Britni noted that she will update Ray Cilley on the above developments.
- NH Humanities will remain on hold until after the first of the new year.
- Job Descriptions will also remain on hold until after the first of the new year.
- Library Hours Signage: this effort remains in the works.
- Board Vacancy: With Britni's departure, the group briefly discussed finding a temporary replacement. Several names were brought up, and one or more of those individuals have been reached out to; and at this time unable to commit.
- The Holiday Party:
 - The Library will close early on December 14th to accommodate the celebration which is scheduled to begin at 6:30 PM.
 - The group agreed to give SML staff cash bonuses this year in the amount of \$150 per adult and \$50 per student utilizing the Line Dancing funds. Katie will attend to getting the cash bonuses; Andra agreed to get the Christmas cards; and Britni will get the invitations out to staff.
 - A "finger foods" potluck will be enjoyed by all along with a "Yankee" book swap, games and of course, great company!
- BUDGETS: further discussion on the following line items ensued.
 - Salary/Wages; LY 7% increase was approved; FY24 there will be no increases. Therefore it was VOTED there will be no salary increases for FY24; motioned by Katie and seconded by Britni; all were in favor.
 - Heating Fuel; Andra shared the actual expended costs as of 10/5/23 of \$3458.39; it was determined to keep the FY24 proposed budget at \$7390.
 - Electricity; actual usage costs this past year have been below budget; from January 2023 to October 2023 \$4342 has been expensed; it was agreed upon to leave the proposed amount of \$7000 for FY24.
 - SML Board will meet with the Select Board on Thursday, 11/16/223 at 5:30 PM.
- Mary Ann Grant Bench: After discussion, it was agreed to have a Spring unveiling and setting of the bench in honor of Mary Ann. Valli contacted the town regarding approval of bench placement on the library property; and was informed that SML Board of Trustees is the approving authority. Therefore, it was VOTED upon to approve bench placement on library property at a time and specific location yet to be determined; Andra motioned to approve, seconded by Britni; and all were in favor.

- Friends of the Library will decide on the placement of the outdoor Christmas Tree; and this moved the group into a brief discussion about the planting of a live evergreen tree to replace the recently removed dead one.

V: New Business

- December SML meeting date change - due to calendar conflicts, Andra suggested moving the meeting to Tuesday, December 5 at the usual 7:00 PM time. All were in agreement.

VI: Policies and Procedures

- Policies Reviewed by Board with Status:
 1. No reviews and/or revisions this month.
 2. Andra opened up discussion on "Right to Know" laws. She recently attended a meeting with the town, with direction from the State of NH Attorney General's office, regarding all public entities as it pertains to "Access to Governmental Records and Meetings", RSA 91-A. Some of the salient points talked about were use of SML email versus personal email accounts; time frame of availability of draft minutes; exemptions, etc. No doubt this will warrant further discussion and actions.

VII: Upcoming Notices/Meeting Dates

- **Fire and Ice: 12/2.**
- **SML Staff Holiday Party; 12/14 at 6:30 PM; Wensberg Room.**
- **Next SML Trustee Meeting is scheduled for Tuesday, December 5 , 2023 at 7:00 PM in the Reading Room.**

The public portion of this meeting adjourned at 8:45 PM and this recorder exited.

A non-public session with the SML Trustees (In consideration of information pursuant to RSA 91-A:3; II and 91-A:5; IV) took place. As addendum to the recorder's public meeting minutes: The Chair, Andra Hall, informed this recorder that the meeting came out of non-public session at 9:17pm and Andra made a motion to seal the minutes, seconded by Britni, and all were in favor. The meeting adjourned at 9:18 pm

Respectfully submitted,
Linette Seigars, Recorder
(As approved at 12/5/2023 SML Trustee Mtg.)