

Stephenson Memorial Library

Minutes of the Monthly Meeting of the Board of Trustees

July 13, 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 July 13, 2023 by Andra Hall, Chair.

I. Review of Previous Minutes

- The minutes of the previous meeting of June 13, 2023 were reviewed and unanimously approved with one duly noted retraction. 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 - \$2,958.46
 - Projects Account - \$30,147.58
 - Merrill Account - \$11,627.57
 - Moose Plate Grant - \$0
 - D. Cilley Account - \$17,770.01
 - Wensberg Account - \$750.00
- Copies - \$383.43; Conscience - \$269.43; and Line Dancing - \$1,100.00.
- Above balances do not include any outstanding deposits.
- A check was issued for \$1950.00 to Tim Gagnon for materials and labor for completion of the screen house platform.
- The switch to Bank of New Hampshire is in progress.
- The Treasurer's Report was accepted.

III: Director's Report

- David handed out a copy of the *July Director's Report*.
- The Trustees took time out to read Ella's self review of which she submitted to the Director today.
- A brief discussion ensued regarding: update and improvements to the website, the Milford Masons generous donation of two bicycles for the SML raffle, as well as the availability of volunteer badges on hand.
- David opened up discussion on "First Amendment Audits" which have been occurring at some NH libraries. It was agreed that a point person should be assigned and privacy issues should be examined for any future visits.
- Pricing for a new printer will be forthcoming.

- A total of 26 new library cards have been issued this year bringing the current number of active card holders to a total of 391.
- The Director's Report was accepted.

IV: Old Business

- Pollinator Garden and Screen House:
 - The platform is now complete and fits perfectly between the pollinator gardens. The screens need to be reattached and a wheelchair ramp will need to be added.
 - Discussion ensued relevant to landscaping ideas including stone patio, memorial stones, tree planting, future gardener services and related costs.
 - Andra met with stewards of the Gibson Forest and they are open to the Story Walk idea providing a MOU (memorandum of understanding) is signed with SML. In addition, a circular trail is being proposed, and a lot of clean up is needed. Additional information will be forthcoming.
 - The Girl Scouts (Emi and Evelyn) will be composing and posting the following three stories on a State of NH trails app, which will include the history of: 1)Monadnock; 2) Emma Gibson; and 3) Hunter Carbee.
 - Valli will contact Tim Gagnon regarding the construction of a wheelchair ramp for the back side of the platform.
- Parking Lot:
 - Fieldstone came out two weeks ago to assess scope of work, however, no communication feedback has been received since the site visit.
- Communication with Donors:
 - Britni shared a letter written to Ray Cilley in an effort to keep him up to date on use of his generously donated funds in memory of his wife, Deb Cilley; signed by the Trustees.
- Summer Reading Program Kick Off Event:
 - The Carnival Kick off event went very well with a good turnout. A total of 11 surveys were received.
 - Valli reported that book sales went well at the Carnival and suggested procuring a banner for SML, similar to the Friends.
- NH Humanities:
 - Katie reported that Sept. 8th looks likely for "Music in My Pocket" presentation, and she asked the group to pick out two additional options from the website, since a previously selected option (Brewing) is no longer available.

V: New Business

- Mary Ann Grant, a long time friend, board member, and advocate for SML passed away on July 8th. Her tireless work and contributions to the library surely go unsurpassed. Mary Ann will be missed greatly by so many. With deepest gratitude, especially amongst all the board members, friends, and staff of the SML, the group wishes to recognize all her work and dedication spanning many years. A number of great suggestions were made to honor Mary Ann, including, a bench, stone plaque, and/or perhaps an annual event in her name. Please plan on bringing definitive ideas to next meeting so plans may be formalized.
- Reserve Funds/Warrant Article: Three projects needed to keep the SML in good condition include a new HVAC system, roof repairs and parking lot expansion. Currently there is \$53K in capital reserve and it could go towards a new heating/A/C system. Further discussion and cost estimates are needed in order to proceed with a warrant article and use of available funds.

- Staff Job Descriptions and Reviews need to be addressed, and the plan is to complete this effort before we move into the new budget season which will encompass a merit based wage increase.
- SML will be hosting an upcoming “Flying Dogs” event at Oak Park on Saturday, August 5th at 1:00. This event will include a library booth, free ice cream and books! A VOTE was taken and passed, to expense the cost for the ice cream.

VI: Policies and Procedures

- Policies Reviewed by Board with Status:
 1. **Library Bill of Rights - SML #03:** This policy contains latest ALA language; No changes were made; motion was made and seconded to accept revisions as discussed; Website Posting = YES.
 2. **Collection Development Policy - SML#07:** David will review the language with library staff and bring back any recommendations/suggestions to next meeting, or via email communication to the Trustees. ; motion was made and seconded to HOLD in a “To Be Determined” status until feedback from David and Primex is received. Website Posting =YES.
 3. **Unattended Child Policy - SML#09:** delete “after closing”; correct typo “sue” to “use”. changes were made; motion was made and seconded to accept with changes. Website Posting = YES.
 4. **Student Aide Policy - SML#10:** motion was made and seconded to accept as presented, pending any possible Primex feedback. Website Posting = NO.
 5. **Application for Meeting Space - SML #02: Addendum:** motion was made and seconded to accept addendum as discussed. Website Posting = YES.

VII: Upcoming Notices/Meeting Dates

- **Next Meeting is scheduled for Thursday, August 10, 2023 at 7:00 PM in the Reading Room.**

Meeting Adjourned at 9:30 PM.

Respectfully submitted,
Linette Seigars, Recorder
(As approved at August 10, 2023 Trustee meeting)