

Stephenson Memorial Library

Minutes of the Monthly Meeting of the Board of Trustees

June 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 7:08 pm on June 13, 2023 by Andra Hall, Chair.

I. Review of Previous Minutes

- The minutes of the previous meeting of May 9, 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 - \$3,344.51
 - 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 - \$363.93; Conscience - \$254.90; and Line Dancing - \$915.00.
- Above balances do not include any outstanding deposits.
- In light of ongoing issues with M&T Bank, and after some discussion, it was proposed, seconded, and unanimously approved by the group to move accounts to the Bank of NH located in Antrim. Katie will inquire with both banks regarding the best way to transfer funds and set up the new accounts. Andra proposed taking \$300 from the Trustee Account and paying the M&T credit card account fees that have accumulated and be done with it. The motion was seconded and approved. It was further agreed, that the Director, Chair and Treasurer should be the only names on the new accounts.
- The Treasurer's Report was accepted.

III: Director's Report

- David handed out a copy of the *June Director's Report*.
- A discussion ensued regarding the website upkeep and the specific assignment of such tasks. Jean suggested that a high school student might be interested on a volunteer basis.
- The incorporating of the "Library of Things" (everything other than books) is trending with many local libraries. David will be adding ten jigsaw puzzles for patron use.
- A new printer is needed. David is checking on prices. It was agreed to expense the cost from office supplies and computer budget lines. Katie proposed a limit of no more than \$600 for printer replacement.
- The dead evergreen tree at the front side of the library needs to be taken down and removed. Options for replacement were discussed amongst the group. David has requested feedback

from Aaron Patt, Town Administrator, regarding this task. Valli noted that Ginny Plourde has volunteered to give the library a new tree. This matter will require further discussion.

- The Director's Report was accepted.

IV: Old Business

- Pollinator Garden:
 - Andra reported that the garden is coming along, and the Girl Scouts have signed up for a watering schedule for the newly planted flowers.
 - Bench placement around the Deb Cilley memorial stone was suggested and the group was in agreement.
- Parking Lot:
 - Andra will follow up with Bruce Dodge regarding Fieldstone contractor communications.
- Gazebo/Screen house:
 - The delay in the construction of the platform and the urgency to complete this project was discussed. A vote was taken and approved to identify a builder that could get the task done as soon as possible. It was further agreed that the platform would be constructed of pressure treated wood, sized about 14 ft x 14 ft (to ensure a proper margin around the footprint of the screen house). If the group can identify a builder that could get the job done right away, it was agreed that email communications amongst the group, and subsequent approval could be done by the Trustees to move the project forward without further delay.
- Communication with Donors:
 - The group discussed issuing a quarterly basis update/accounting to donors and the importance of thank you letters for all donations. This includes a follow up thank you letter for the Moose Plate grant.
- Summer Reading Program Kick Off Event:
 - Katie will be meeting with Britni, David and Ella relevant to clarification surrounding prizes, raffle, punch cards, etc.

V: New Business

- David has received a Capital Improvements letter from the town and he will respond to ensure that the library roof repairs are included.
- Jean recently visited the NH State Parks Office and was able to acquire a number of *State Park* maps for the library.

VI: To Do List

- Jean presented an overview of the "To Do List" which included various tasks relevant to the Carnival, printing of minutes for the auditor books, Ella's review status, patron survey, and consult regarding the planting of maple trees.

VII: Policies and Procedures

- Policies Reviewed by Board with Status:
 1. **Meeting Use Policy:** Historic books are not to be touched; avoid conflict with SML patrons usage of Reading Room/Rotunda; light refreshments are allowed; carry in/carry out with removal of all trash; have any regular current users re-sign updated policy; motion was made and seconded to accept revisions as discussed; Website Posting = YES. (*Once capacity of each area is firmly delineated policy will be amended/revised*)

2. **Circulation Policy:** fines to be posted; non resident library cards annual fee of \$25.00; on line renewal process for 12 /24 months; motion was made and seconded to accept revisions as discussed. Website Posting =YES.
 3. **Code of Conduct Policy:** No changes were made; motion was made and seconded to accept as presented. Website Posting = YES.
 4. **Patron Use Policy:** add language of “working in/or attending school district” relevant to volunteers; motion was made and seconded to accept revision as discussed. Website Posting = YES.
 5. **Technology and Computer Use Policy:** No changes were made; motion was made and seconded to accept as presented. Website Posting = YES.
 6. **Volunteer Use Policy:** volunteers must wear a name badge; change “O” to dash; motion was made and seconded to accept revisions as discussed. Website Posting = NO.
 7. **Gifts and Memorial Policy:** add donor thank you letter requirements; motion was made and seconded to accept revision as discussed. Website Posting = NO
- Derek Martel from Primex relayed in a conversation with Andra that overall the SML policies look good and although he is willing to attend a SML Trustee meeting it is not necessary at this time.

VIII: Upcoming Notices/Meeting Dates

- **Next Meeting is scheduled for Thursday, July 13, 2023 at 7:00 PM in the Reading Room.**

Meeting Adjourned at 9:26 PM.

Respectfully submitted,
Linette Seigars, Recorder
(As approved at July 13, 2023 Trustee meeting)