

**DRAFT**  
**Stephenson Memorial Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**September 20, 2022**

**Location of Meeting:** SML Wensberg Room, 761 Forest Rd., Greenfield, New Hampshire

**Present at Meeting:** Bruce Dodge (Chair), Andra Hall (Treasurer), Katie Cartier (Secretary), David Bridgewater (Library Director), Mary Ann Grant (Board Alternate), Valli Hannings (Friends Of The Library Committee), Linette Seigars (Recorder)

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 6:37 pm August 8, 2022 by Bruce Dodge.

**I. Review of Previous Minutes**

- The minutes of the previous meeting of August 8, 2022 were reviewed and unanimously approved. The approved minutes will be emailed by Linette to David for official record of file.

**II. Treasurer's Report**

- Andra presented the treasurer's report delineating the following balances of accounts and she will be adding a tab for "Interest on Trust Funds" for future reporting:
  - SML Trustee Account - \$3950.37
  - Copies (YTD) - \$565.48
  - Line Dancing - \$1005.00
  - Conscience funds - \$186.88
  - Projects Account - \$28,689.15
  - Merrill Account - \$12,006.15
  - Moose Plate Grant - \$933.00
  - D. Cilley Account - \$15,000.00
  - Wensberg Account - \$750.00
- David Bridgewater has now been given on line access to the credit card account.
- It is the intention of the Board to find a new banking solution in light of past issues with current bank. The possible option of Bank of NH is being pursued since they do not charge specific fees for non profits.
- Moose Plate Grant - Mary Ann stated that \$4067 was paid out on 8/13/22 for glass. Electrical work and door operation equipment are also part of the planned expenses within the grant funding. Bruce will prepare a written request, reflecting the progression of work, for the remaining half of the grant dollars.
- Treasurer's report was accepted unanimously.

**III: Director's Report**

- No written *Director's Report* was circulated this month. David gave the following verbal update on current matters. Several game tables were received from Friends of the Library,



the current air conditioning system struggled back on 8/9/22 with high temperatures, basement shelving has been put in place for seasonal books, and the electrician will be coming next Monday for the door work.

- An estate planning group out of Amherst, NH has requested use of the SML conference room. A brief discussion ensued and the Board rejected the request.
- No Library statistics were presented for the past month.
- A brief discussion regarding "Humanities To Go" program took place. The group concurred that the Friends of the Library and the Board will each choose a speaker out of the two allotted for an upcoming presentation, perhaps scheduling for sometime in November of this year and another into the following 2023 year.
- Director's report was accepted.

#### **IV: Youth Librarian**

- Per David, Ella's work is going well. She is weeding out the children's book section, working well with others, and will be visiting the Greenfield Elementary School this week.
- David will be doing a formal performance review in October.
- Katie inquired about the write up for the Greenfield Spirit relevant to SML new Youth Librarian. David has submitted an article for the upcoming October publication.

#### **V: Friends of the Library**

- On October 22, 2022 from 5-7 PM the Friends will be participating in the "Trunk or Treat" event. Rain date will be October 29th.
- 19 Welcome Baskets have been distributed YTD.
- No book sales took place this past week.
- Valli opened discussion regarding the difficulty of raising dollars which lead to talk about the Concerts on the Commons, options of splitting costs, and perhaps receiving a portion of Line Dance revenue.
- Friends of the Library is working on re-writing their by-laws and some delays have taken place due to Covid, including election of new officers.
- The Little Free Library boxes are complete, however they will not be put up until next Spring.

#### **VI: Budget Process**

- Bruce distributed copies of a budget spreadsheet which included previous years dollar comparisons as well as YTD actuals. The group jumped right into discussion of the upcoming budget process. An initial review of all line items ensued. Noteworthy items include increased cost of electricity and fuel for the remainder of current budget year; hence it was decided to freeze "collection" line item expenditures for remainder of this budget to compensate for these increased costs.
- It was suggested to keep next year's proposed budget flat, with the exception of salaries, and what increases may be necessary for the rise in electricity and fuel costs.
- It was requested that David get up to date quotes from SML IT Provider and Fire/Security company for upcoming budget year.
- Other miscellaneous items were discussed including increased mileage costs, public computer use expenses, internet, and fire/security dollars. In addition, an approach to Ray Cilley regarding his thoughts on the engineering costs for parking lot expansion was determined.
- It was noted that the town's Budget Committee will be consulted regarding recommendations for upcoming budget year and keep in mind the budget will need to be defended.

### **VII: Old Business**

- Policies and Procedures: Andra has created a template/format for all policies which will include policy name, number, purpose, effective and revision dates, etc. This will greatly assist in the regular review of all policies going forward and ensure consistency.
- Retention of Records: Andra checked with the State of New Hampshire on this topic, and per *RSA Chapter 33-A: 3-a LXXX Minutes of boards and committees*: **permanently**.
- Gazebo Update: Materials will be forthcoming.
- Story Walk: A new book will be coming in early October. Andra requested posting a roadside sign out in front of the library so people may be made aware of this activity.
- Mary Ann spoke to the importance of signage as well as the welcome greetings of our library staff. This led back to the discussion of name tags and it was unanimously decided that name tags will be worn/displayed by the SML staff. David will pursue this matter right away.
- The current plexiglass barriers/dividers present at the front desk was discussed and the group strongly supported the removal of these items.

### **VIII: New Business**

- Additional discussion ensued regarding library membership drive.
- Andra mentioned that the library website is looking good.
- Mary Ann reminded the group of the upcoming "Oktoberfest" event on Saturday, September 24th.
- Specific budget meetings will be scheduled between the Trustees and Director for finalizing a draft.

**Next Meeting is scheduled for Tuesday, October 11, 2022 at 6:30 PM.**

**Meeting Adjourned at 8:57 PM.**

Respectfully submitted,  
Linette Seigars, Recorder