

Stephenson Memorial Library

Minutes of the Monthly Meeting of the Board of Trustees

February 13, 2024

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

Present at Meeting: Present at Meeting: Andra Hall (Chair), Katie Cartier (Treasurer) & Bailey Sweet (Interim Secretary) via video-conference, Jean Rube'-Rainier (Board Alternate), Ella Cademartori (Children's Librarian/Interim Director)

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:12 P.M. by Andra Hall, Chair.

I. Review of Previous Minutes

The minutes of the previous meeting on January 30, 2024 were reviewed and edits were noted. Minutes will be updated and Andra moved for the minutes to be reviewed and accepted at the next meeting of the Trustees.

II. Treasurer's Report

- Katie presented the treasurer's report delineating the following balances of accounts:

SML Trustee Account(s)

- M&T - \$1,719.85

- BNH - \$ 822.06

TOTAL SML Trustee Account (s) \$2,592.18

Projects Accounts

- Merrill Account - \$11,052.57

- D. Cilley Account - \$11,699.61

- Wensberg Account - \$750.00

- Mary Ann Grant - \$372.06

TOTAL Projects Accounts - \$24,324.24

- Above balances do not include any outstanding deposits.
- General Donations: \$450.00
- Andra motioned to accept Treasurer's report, seconded by Bailey, all in favor. Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.

III: Director's Report

- Ella is currently working improving SML marketing and communications and reviewed several new brochures and newsletters created.
- The JD for the new per diem role was reviewed.
- New library hours are in effect and will monitor patron visits; Ella will also provide a survey at the town meeting.

- She reported patron visit statistics and showing recent improvements including a very successful “Take Your Child to Library Day” on Saturday, February 3, 2024.
- Plans for SML events include an Easter Egg Hunt, Mother’s Day Tea (May 11th) and Summer Reading Program entitled “Adventure Begins at the Library”
- DPW will be fixing the sensor on the flood light.
- Reviewed Library Co-Ops and advised the Library Director participate in one or the other depending on geography.
- Andra motioned to accept the Director’s report, seconded by Katie and all in favor. Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.

IV: Old Business

- 2024 Budget: Andra moved to apply the town recommend 3.2% cost of living increases for the SML staff for the 2024 calendar year as discussed during the January 30th meeting. The motion was seconded by Bailey. Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.
- Key Donors: Bailey will stay in contact with Ray Cilley and reconnect March 2024 with an update.
- Mary Ann Grant Bench Ceremony:
 - The date was set for Saturday, May 11th from 2-4pm, 2024 to coincide with the planned Mother’s Day Tea to ensure maximum participation by all ages to honor Mary Ann Grant. Ella will highlight both for the next edition of the Greenfield Spirit.
- NH Humanities: Andra suggested placing this on hold until sometime in the spring.
- Parking Lot: Remains on hold.
- Job Descriptions: Will be reviewed at the March 2024 Trustee meeting as a priority agenda item.

V: New Business

- Due to voting day on March 12, the next Trustee meeting will take place on Tuesday, March 5th at 7pm.
- Ella asked for clarification on trash and recycling services for SML. She will contact the DPW.
- Katie will pick up bank bags for Copies and Conscience Funds to ensure funds are separately collected.

VI: Policies and Procedures

- The following Policy was Reviewed by SML Board;
 1. **Policy SML #03: Library Bill of Rights:** Approved, as reviewed; no revisions, motioned by Andra, seconded by Katie, all in favor. Website Posting = YES.
 2. **Policy SML #07 Collection Development Policy:** Approved, as reviewed; no revisions, motioned by Andra, seconded by Bailey, all in favor.
- Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.

Andra motioned, seconded by Bailey, all were in favor, to close the public portion of this meeting, adjourning at 8:24 PM, and this recorder exited. Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.

A non-public session with the SML Trustees (In consideration of information pursuant to RSA 91-A:5; IV (10) 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 9:05 PM. Motioned by Andra to seal and seconded by Bailey. All were in favor Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.

VII. Announcements

The Trustees returned to public session at 9:06pm.

Effective 2/13/2024, Andra motioned to appoint Ella Cademartori as the SML Executive Director for a 3 year letter of appointment to be reviewed 2/13/2027. Seconded by Katie. Roll call was conducted as 2 trustees joined via video conference. A. Hall, Aye; B Sweet; Aye; K Cartier, Aye.

Adjournment at 9:27pm.

VII: Upcoming Notices/Meeting Dates

- **Next SML Trustee Meeting is scheduled for Tuesday, March 5, 2024 at 7:00 PM in the Reading Room.**

Respectfully submitted,
Bailey Sweet, Interim Secretary