

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
March 5, 2024

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

Present at Meeting: Andra Hall (Chair), Katie Cartier (Treasurer), Bailey Sweet (Secretary), Jean Rube'-Rainier (Board Alternate), Valli Hannings (Board Alternate), Ella Cademartori (Director), and Linette Seigars (Recorder).

The regular meeting of the Board of Trustees of Stephenson Memorial Library (SML) was called to order at 7:07 P.M. by Andra Hall, Chair.

I. Review of Previous Minutes

- The minutes of January 2024 were reviewed, with a minor edit regarding funds, Bailey motioned to accept, seconded by Katie, all in favor. The minutes of February 2024 meeting were also reviewed, Katie motioned to accept, seconded by Bailey, all in favor. The approved minutes will be emailed by Linette and Bailey, respectively, to Ella in PDF format for official record of file.

II. Treasurer's Report

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

SML Trustee Account(s)

- M&T - \$9.85

- BNH - \$2,876.73

TOTAL SML Trustee Account (s) \$2,886.68

(Line Dancing \$1420.00, Copies \$523.49, Conscience \$325.73)

Projects Accounts

- Merrill Account - \$11,052.57

- Moose Plate Grant - \$0

- D. Cilley Account - \$11,699.61

- Wensberg Account - \$727.82

- Mary Ann Grant - \$372.06

- General Donations - \$450.00

TOTAL Projects Accounts - \$24,302.06

- Above balances do not include any outstanding deposits.
- Per Katie, all SML funds have officially moved to Bank of New Hampshire, with the exception of the small balance (as noted above) at M&T.
- Andra motioned to accept Treasurer's report, seconded by Bailey, all in favor.

III: Director's Report

- Ella distributed a copy of "April Calendar of Events" and brief discussion ensued regarding the following topics; a people counter system, monthly stats, overdue notices, cut back of

magazine subscriptions, a barcode system, disposing/selling of the 3D printer and Qi Rock Band, and creating a “lost and found”.

- Two applications have been received for the per-diem position.
- Programs: In conjunction with Francestown Library, “Science Heroes” will take place on 6/21/24 at the Meeting House. \$200 cost to SML. Additional programs discussed were “Story Time Moms”, “Safe at Home” (for 4-6 graders), “Cupcake Decorating Class”, “Sewing Class” and “Reading to Seniors” (with GES students). Katie suggested putting out a survey specific to programming.
- Ella noted that she will have the stat sheets re-worked.
- Andra motioned to accept the Director’s report, seconded by Katie and all were in favor.

IV: Old Business

- Cilley Funds: Bailey will reach out again to Ray Cilley to discuss the gardener position of which the Trustees would like to move on soon. Scope of the gardener position and cost was discussed. The group has identified Warren Aldrich for the position.
- Story Walk: Forestry Division will begin work in spring and after their work is complete the story boards will be moved to the trail.
- Mary Ann Grant Bench Dedication: This event has been scheduled for May 11, 2024 to coincide with “Mothers Day Tea” celebration. Posting in the Greenfield Spirit and SML website will follow. Bailey will extend an invitation to MaryAnn’s daughter.
- Hours of Operation: Ella reported that staff like the new hours; signage was briefly discussed and Katie will pursue the purchase of an “Open Flag” for outside display.
- Awning at Wensberg Room Back Entrance: Jim Morris has agreed to attend to this matter. Ella will follow up.
- Job Descriptions: A discussion on the following points ensued; keep it simple with a designation of only 3 descriptions; 1. Director, 2. Library Circulation Assistant (to include support with all programs) and 3. Student Aide. Andra will edit the changes discussed. New name tags will be made for SML staff in consideration of these job description changes.
- Parking Lot and NH Humanities: Continue to be on hold.

V: New Business

- An Easter Egg Hunt is scheduled at Story Time on April 6th at 10:00 AM.
- A vote to establish a petty cash box in the Director’s office with \$100 was taken. Funds will be expensed from the Merrill Account. Katie will purchase the cash box. Katie made a motion to accept, Andra seconded and all were in favor.
- Andra noted that the announcement of Ella’s position as Director will be rolled out in April (Library Month), with postings on Calendar of Events, possible “Spirit” article, Facebook and Flyers. Bailey will work on weekly emails/flyers to the patron list along with a Bio of Ella. Congratulations Ella!
- Ella has been studying the grant writing process and inquired to the SML Trustees if it would be ok to use the SML parking lot project as subject matter. Her inquiry was met with great enthusiasm.
- Jean reviewed the “To Do List” with the group,
- The suggestion of dedicating the “Puzzle Corner” to David Bridgewater was discussed. Friends of the Library will look into a name plaque and possible shelving.

VI: Policies and Procedures

- The following Policies were Reviewed by SML Board;

1. **Policy SML #01: By Laws:** Discussion relevant to decisions that need to be made in between Trustee meetings took place. No suggested changes were made; Approved with no revisions, motioned by Andra, seconded by Katie, all in favor. Website Posting = NO.
2. **Policy SML #14: Inter Library Loans:** Add language "... or books that have been recently released (within 6 months..)" Approved as amended, motioned by Katie, seconded by Andra, all in favor. Website Posting = YES.
3. **Policy SML #21: Keys:** No suggested changes were made; Approved with no revisions, motioned by Bailey, seconded by Katie, all in favor. Website Posting = NO.
4. **Policy SML #05: Code of Conduct:** Discussion relevant to adult supervision, further review tabled until next meeting.

VII: Upcoming Notices/Meeting Dates

- **Next SML Trustee Meeting is scheduled for Tuesday, April 9, 2024 at 7:00 PM in the Reading Room.**

Meeting Adjourned at 9:36 PM.

Respectfully submitted,
Linette Seigars, Recorder
(As approved 4/9/2024 Trustee Mtg.)