

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
July 11, 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), Valli Hannings (Friends Of The Library Committee), Linette Seigars (Recorder), Guest: Tammy Lucke

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 6:38 pm July 11, 2022 by Bruce Dodge.

I. Agenda

Agenda was distributed via email prior to meeting.

Guest, Tammy Lucke, presented "The Whale Mobile.com" for consideration as a possible library activity. A brief discussion ensued with some of the details of the enrichment program and a motion was made and seconded to accept this suggestion for future consideration. Ms. Lucke was thanked for sharing her ideas with the Board, and then departed.

II. Review of Previous Minutes

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

III. Treasurer's Report

- Andra shared with the group that there have been no changes in the budget since last meeting.
- The following deposits have been made to the Trustee's account for:
 - Line dancing - \$95.00
 - Conscience funds - \$6.00 - (to be deposited)
 - Copies - \$18.00
- No \$5.00 bank fee was posted this month so hopefully the recurring charge issue has been resolved.
- Treasurer's report accepted.

IV: Director's Report

- A copy of the *Director's Report* and a *Student Aide and Student Volunteer Supervision Policy* was distributed to the group.
- An overview of ongoing activities and events, including the summer reading program (Treasure Island), the automatic doors, keypad changes by Monadnock Security and other matters were briefly discussed (*See Director's Report for the SML Trustees dated 7/11/2022*)
- David requested approval to remove the mail and newspaper boxes since they are no longer utilized. This was accepted by the Board.
- A possible pipe leak has been detected in entry to lobby, right side. Jim Morris has been notified.
- A grief group has requested use of the Wensberg Room for meetings on Tuesday evenings. The Trustees will be able to meet upstairs for future Tuesday meetings. This was approved.

- A brief discussion on pay rates for library employees took place and it was decided that the position of Director will make those decisions as long as they are within and do not exceed the approved budget. A motion was made, seconded and approved.
- Director's report was accepted.

V: Youth Librarian

- Ella's (Youth Librarian) first week has gone well. It was suggested that the trustees and board members stop in and introduce themselves to her.
- Her hours for this upcoming week are Wed., 7/13: 11 am - 8 pm, Fri., 7/15: 1:30 pm - 6:00 pm and Sat., 7/16: 9:30 am - 4:00 pm.
- Ella will be working on the library website and backup assist as necessary for FaceBook postings.

VI: Friends of the Library

- Valli informed the group that Friends will be providing ice cream for Saturday night's Treasure Island event, a 12th Welcome Basket has been delivered and \$47 was received for book sales.
- Concert on the Commons refreshments are averaging \$50 per week revenue. Of note, the town has decided not to pay for this event next year. A brief discussion ensued regarding possible alternative funding. Katie has offered to talk with Selectman, Mason Parker regarding the concerts to explore possible options for next year.
- Valli has contacted the Greenfield Select Board and is awaiting feedback on permission to move the books for the Little Free Library.

VI: Old Business

- Outdoor Screen-house Project update: A screen-house has been selected and Andra will manage the order. Once received and set up, measurements will be taken and the platform work will proceed.
- Story Walk: Lamination of book pages is still up in the air, however Andra and Bruce are exploring resources. It was proposed that all the grass area be mowed and specified areas identified for the pollinator path.

VII: New Business

- STATS on all library operations, including summer reading and patron visits were requested. David will provide a spread sheet with month to month numbers for the Board of Trustees.
- Policies and Procedures: A sub-team will be formed, working sessions will be scheduled and the review and update of all policies will begin. Whoever wishes to be on the team can volunteer. The sub-team will report back to the Trustees.

VIII: To Do List

- Andra reviewed the group's list and provided updated status on all items.

Next Meeting: Monday, August 8, 2022 at 6:30 PM.

Meeting Adjourned at 7:55 PM.

Respectfully submitted,
 Linette Seigars, Recorder
 (as accepted and approved at August 8, 2022 Trustee meeting)