

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
October 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: Kathleen Seigars, Town Budget Committee

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

I. Review of Previous Minutes

- The minutes of the previous meeting of September 20, 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:
 - SML Trustee Account - \$4081.87
 - Copies - \$578.98
 - Line Dancing - \$1120.00
 - Conscience Funds - \$189.88
 - Projects Account - \$28,419.16
 - Merrill Account - \$12,006.15
 - Moose Plate Grant - \$933.00
 - D. Cilley Account - \$14,730.01
 - Wensberg Account - \$750.00
- Moose Plate Grant - Bruce has provided a tentative update on the work and will be submitting a formal progress report shortly. The invoice for door wiring is \$1675.00.
- Bruce reported that he has talked with Ray Cilley regarding engineering costs for the parking lot. Hence, he will contact three engineers for quotes, two of which he has already initiated requests for proposals. Preliminary estimates appear to be in the \$3500 to \$5000 range which will include survey.
- Preparation of a Warrant Article by January for the municipal parking paving contract was discussed.
- The planting of a tree in honor of Deborah Cilley was discussed.
- Treasurer's report was accepted unanimously.

III: Director's Report

- David handed out a copy of the Director's Report and Statistics Sheets.

- Of note, the automatic doors have been installed, the stats were briefly discussed and the Director's report was accepted unanimously.

IV: Budget Process

- Discussion of line items included the following:
 - Electricity: increases of 57% over last year; proposing \$9K.
 - Heating fuel: based on total gallons used YTD (per town report); proposing \$10K.
 - Fire Company and IT costs: awaiting direct feedback on both.
 - Wages: Bruce is awaiting formal guidance from the town, noting that years past have been 5% increases; proposing 5% increase over last year. In addition, a merit system was briefly discussed for future wage increases which would necessitate upcoming work on the review processes as well as job descriptions.
- Potential amount of surplus dollars to turn back into town may be about \$20K.
- Per Bruce, 63% of the budget has been spent YTD with another Quarter left to go, averaging a \$10K per month spend rate.
- Upcoming Library Budget meetings with Selectboard: although there was some uncertainty about specific dates/times, November 10th, 5:30 PM (time approx.) and December 1st at 5:45 PM (time approx.) were noted.
- A reminder to all that justification of proposed budget dollars need to include a substantive narrative.
- Consensus was received from the group to submit proposed budget to Aaron.

V: Friends of the Library

- Valli brought in a sample Little Free Library box for all to see.
- 22 Welcome baskets have been delivered YTD.
- Friends will be participating in the "Trunk or Treat" event on October 22nd.
- Officer Elections are coming up next week with possibly 2 new members joining the group.
- Valli presented a request for dollars from line dancing.

VI: Old Business

- Story Walk: Bruce noted that Angela Bullock has purchased a large laminator, and a book scanner is available at the Historical Society, citing both as possible resources for this project. Andra is looking into a velcro-type material to secure the pages from wind.

VII: New Business

- Director's review will be done by end of year. On October 25th, 7:00 PM, the three Library Trustees will meet as part of this review process.
- The "TO DO LIST" has been updated by Jean Rube'-Rainier and discussion followed.
- Katie suggested a Library Director's Tool kit.com resource which includes useful templates.
- A bank change is hopeful before next meeting. Andra is working to set up the account. Katie will take over collection of checks/dollars from David and will be the runner for deposits.
- Director "TO DO"s include a completed 3 month review for Ella; name tags; and library visitor log/stats.
- All Trustees "TO DO"s include NH Humanities speakers; Primex by January 23rd; survey to patrons; and the continuing strategic planning process, as well as policy/procedure review.

Next Meeting is scheduled for Tuesday, November 15, 2022 at 6:30 PM.

Meeting Adjourned at 8:21 PM.

Respectfully submitted,
Linette Seigars, Recorder