

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
November 15, 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), Mary Ann Grant (Board Alternate), Jean Rube'-Rainier (Board Alternate), 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 6:45 pm November 15, 2022 by Bruce Dodge.

I. Review of Previous Minutes

- The minutes of the previous meeting of October 11, 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 - \$3622.66
 - Copies - \$588.98
 - Line Dancing - \$1160.00
 - Conscience Funds - \$194.88
 - Projects Account - \$24,351.36
 - Merrill Account - \$7,938.35
 - Moose Plate Grant - \$933.00
 - D. Cilley Account - \$14,730.01
 - Wensberg Account - \$750.00
- After acceptance of the Treasurer's Report, additional discussion ensued regarding the following items:
 - balance of payment for the glass totaling \$4067.00 was deducted from the Merrill Fund and will be put back once the grant dollars are received;
 - Mary Ann noted auditor information she is in need of which includes Trustee Minutes from April 2022 to present, as well as various Trustee and Special Account statements. After completion, Mary Ann will be handing the books over to Andra;
 - cost of toner is not covered by the revenue from the "copies" line. Moving forward the stats on paper products cost and toner will need to be more clearly delineated and appropriately expensed to both the "library general supplies" and "copies" line items.
- The Treasurer's Report, as amended, was accepted.

III: Director's Report

- David handed out a copy of the Director's Report and Library Usage Statistics Sheets.
- Of note, the handrail is now in place, and David has asked the electrician to look at the issue with the awning as well as outside lighting needs.
- The security alarm went off this past Monday due to an unlocked door and when someone attempted to enter the building the alarm was activated. To say the least, response was less than optimal, and adding all three Library Trustees to the call list should eliminate a non-response for any future incidents that may occur.
- The library will be closed on 11/25/2022, the Friday after Thanksgiving, as well as 12/24/2022, Christmas Eve.

IV: Budget Process

- The meeting with the Town Select Board on 11/10/2022 revealed little to no guidance on oil and wage expenses, neither any real issues with the SML proposed budget, and Bruce also noted that the town does not have any oil contracts.
- Due to economic restraints on everyone, general consensus amongst the group was that 5% wage increase could be justified but certainly not a 9% increase. Thus, the idea of Christmas or quarterly bonuses for library staff was discussed.
- Merit based wage increases, potential bonus system, as well as staff appreciation ideas were also discussed.
- Of note, per Bruce, the Library does not have to budget for internet expense as it is included under the town account.

V: Friends of the Library

- The annual Tree Lighting will be held on Saturday, December 3rd at the Library and a variety of trees will be on display in the Meeting House.
- 23 "Welcome" baskets have been delivered YTD. Valli also discussed up and coming themed fundraiser baskets such as "pollinator", "tool time", "BBQ", and "movie night" to name a few.
- 65 books were given away at the Trunk or Treat.

VI: Old Business

- Bruce handed out copies of 2 parking lot quotes he has thus received from CHA and Alan Major, Inc. and asked for review and feedback. The quotes vary in scope as well as cost. He is working on identifying a 3rd company for RFP. Regardless of vendor selection, start of work may be delayed until Spring, depending on the weather.
- The suggestion of planting a Japanese maple in honor of Deb Cilley was mentioned as a possible alternative to a fruit tree. To be determined.
- Andra noted that SML will be staying with M&T Bank after all, and she has been working towards getting Katie on the account.
- Jean presented an update on the "To Do List" with the group. Of note, David will provide codes for the security alarm panel along with shut off instructions to the Trustees.

VII: New Business

- After some discussion, a motion was made to change start time of all future SML Trustee Meetings from 6:30 PM to 7:00 PM. Accepted.
- Per Bruce, and upon consensus with the group, staff gift cards (Visa) will be procured for next meeting. Mary Ann agreed to purchase the cards as follows: (6) \$75 cards and (2) \$25 cards. Katie will prepare Christmas cards.
- Library staff will be invited to the next meeting on 12/13/22 for a festive holiday celebration, with light refreshments and a white elephant gift swap.
- Upcoming Events include:

- FIRE & ICE on 12/3/22, tree lighting, parade begins at 5 pm, library will remain open until parade is over and many festivities following at Oak Park.
- MEETING HOUSE Christmas Shopping on 11/17/22 and 12/8/22 from 5:00 - 7:00 PM.

Next Meeting is scheduled for Tuesday, December 13, 2022 at 7:00 PM.

(Please Note: After the 11/15/22 meeting and the recording of these minutes, it was determined by meeting attendees via an exchange of emails that the group would meet earlier, perhaps no later than 6:30 PM on 12/13/22 due to the holiday festivities planned. Otherwise, all future SML Trustee meetings will begin at 7:00 PM, unless notified otherwise.)

Meeting Adjourned at 8:50 PM.

Respectfully submitted,
Linette Seigars, Recorder
(as accepted and approved at December 13, 2022 Trustee meeting)