

**Stephenson Memorial Library**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**December 13, 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)

Prior to commencement of the regular meeting, a very Festive Christmas Holiday Party, hosted by the SML Board of Trustees was nicely attended by a number of folks. Everyone enjoyed great refreshments, a fun Yankee Gift Swap and a chance to mingle with and get to know some staff and community members associated with the library. A fun time was had by all!

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 7:48 pm December 13, 2022 by Bruce Dodge.

**I. Review of Previous Minutes**

- The minutes of the previous meeting of November 15, 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 a brief summary of the treasurer's report with the following highlights:
  - Paperwork has been received from M&T Bank for purposes of adding Katie Cartier to the Trustee account.
  - An amount of \$633.50 to be reimbursed to Mary Ann Grant for holiday gift card costs.
  - Electrician bills of \$715 and \$1675 (for moving of desk and wiring of the automatic doors respectively) have been received for payment by David.
- The Treasurer's Report was accepted.

**III: Director's Report**

- David handed out a copy of the Director's Report as well as a brief written overview of the Security and Fire Alarm Systems. Of note, the fire alarm and security alarm are two very distinct and separate operational systems.
- The Director's Report was accepted.

**IV: Budget Process**

- Bruce presented a brief update to the budget process noting some minor changes. Of further note:
  - A 7% increase in wages has been budgeted by the town;
  - Greenfield is planning on partnering with other towns for future heating fuel and electricity contracts.
  - Greenfield Emergency Management Group has received grant dollars relevant to the approval of the library as a designated emergency shelter. Consequently a 500 gallon

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propane tank and shed installation will be forthcoming sometime in February/March of 2023.

**V: Old and New Business**

- Bruce moved to table any further old and new business.
- Jean presented a quick update of the "To Do List", followed by a brief discussion amongst the group of a future forest walk.

**Meeting Adjourned at 8:32 PM.**

**Next Meeting is scheduled for Tuesday, January 10, 2023 at 7:00 PM.**

Respectfully submitted,  
Linette Seigars, Recorder