

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
January 10, 2023

Location of Meeting: SML Reading 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)

I. Review of Previous Minutes

- The minutes of the previous meeting of December 13, 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 - \$3,885.91
 - Projects Account - \$21,961.36
 - Merrill Account - \$5,548.35
 - Moose Plate Grant - \$933.00
 - D. Cilley Account - \$14,730.01
 - Wensberg Account - \$750.00
- The above balances do not reflect deposits to be made for copies, conscience and line dancing revenues by Mary Ann.
- A check in the amount of \$5000.00 has been received for the Cilley Fund, also not reflected in the above balances.
- The remainder of the Moose Plate Grant should be forthcoming once Bruce submits the invoice for the door wiring expenses. Mary Ann will provide the paid invoice to Bruce as soon as possible.
- The Treasurer's Report was accepted.

III: Director's Report

- David handed out a copy of a Draft "*Director's 2022 Annual Report to the Town of Greenfield*". A discussion ensued regarding the content and size of the report. Recommendations were made which included emphasis on the many uses of the Wensberg Room, reducing the number of pages of the report itself, shrinking the size of the graphs as well as additional substance of Ella's role and activities. David will provide a revised draft for Trustee review by end of week.
- David and Ella are participating in a five week course for "Teens and Tweens".
- The website now reflects updated meeting agenda and minutes, and a calendar of events will be forthcoming.
- SML staff evaluations are a bit behind, only half completed as of the date of this meeting.
- Changes to the layout of the young adult area, including switching out the oak bench, and reading room rearrangement were discussed by the group. It was agreed upon by the group

- to dispose of the audio products since they are rarely used and taking up valuable space. In addition, David will do some research on bookcase configurations and provide feedback.
- The CO2 detector located in the Reading Room activated due to failure of the unit which triggered an emergency responder event. The unit has been replaced.
 - The Director's Report was accepted.

IV: Budget Process

- Bruce reported: the finalized SML budget has been submitted to Aaron Patt, Town Administrator; and pay increases will be effective January 1, 2023.

V: Old and New Business

- The group discussed staff appreciation efforts to include expanding next year's Christmas Party invites as well as a mid summer event that perhaps encompasses a "Gazebo Grand Opening".
- Andra noted that the Girl Scouts would like to take up the effort of paying for and planting the pollinator gardens. Future endeavors by the Girl Scouts will include "Silver Award" work regarding the forest classification behind the library.
- The group agreed that a granite plaque should be included in the final plans for the tree planting in memory of Deb Cilley.
- Bruce is awaiting estimate from a third contractor, Fieldstone, for parking lot work.
- Jean presented a quick update of the "To Do List".
- A reminder to all that a new SML Trustee position is opening up with Bruce's departure in March. Bruce has served admirably and most effectively for a number of terms in his role at SML and will not be running this upcoming term. Sincerest thanks to Bruce for all his dedication and efforts over the years on behalf of SML! He will be missed very much!

Meeting Adjourned at 8:20 PM.

Next Meeting is scheduled for Tuesday, February 14, 2023 at 7:00 PM in the Reading Room.

Respectfully submitted,
Linette Seigars, Recorder
(as accepted and approved at February 14, 2023 Trustee meeting)