

# **Stephenson Memorial Library**

## **Minutes of the Monthly Meeting of the Board of Trustees**

### **February 14, 2023**

**Location of Meeting:** SML Reading Room, 761 Forest Rd., Greenfield, New Hampshire

**Present at Meeting:** Bruce Dodge (Chair), Andra Hall (Treasurer), David Bridgewater (Library Director), Jean Rube'-Rainier (Board Alternate), Linette Seigars (Recorder)

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 7:05 pm February 14, 2023 by Bruce Dodge.

#### **I. Review of Previous Minutes**

- The minutes of the previous meeting of January 10, 2023 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 - \$3,394.46
  - Projects Account - \$26,961.36
  - Merrill Account - \$5,548.35
  - Moose Plate Grant - \$933.00 (remainder grant check for \$4809.80 received, to be deposited)
  - D. Cilley Account - \$19,730.01
  - Wensberg Account - \$750.00
- The SML credit card account will now be accessible electronically. Andra will forward the account statements to David.
- The Treasurer's Report was accepted.

#### **III: Director's Report**

- David handed out a copy of the *Director's Report*.
- Staffing issues were discussed, including two resignations, one upcoming leave of absence, as well as considerations regarding vacation time.
- On February 24, 2023 David will meet with the Town of Greenfield Emergency Management Team to finalize the location of generator and propane tank, as well as the shed that will house emergency equipment. The Board is invited to attend.
- Staff evaluations remain incomplete.
- "Library Day" had four families in attendance.
- The Director's Report was accepted.

#### **IV: Old Business**

- **Parking Lot:** A third company that Bruce had initiated a request for proposal from has not responded. The project cannot move forward until the survey of the land is complete. A quick review of the two received RFPs was discussed and Bruce will run those two RFPs by Ray Cilley for input. It was agreed that the Board would follow Ray's lead on choice.

- Several pending housekeeping issues were noted including repair of the fireplace in the Reading Room, malfunction with one of the automatic doors, and rear corner outside lighting and awning at Wensberg Room entrance.

#### **V: New Business**

- Pollinator Garden:
  - Andra filled the group in on the three levels of Girl Scout themed activities she is working with. Those include Water (Brownies), Energy (Juniors) and Air (Cadettes). These areas of exploration will dovetail nicely with the pollinator garden project. A thumbnail sketch of a time line is as follows:
    - March 19th - Next Girl Scout meeting; of which Jean Rube'-Rainier has agreed to provide some feedback on water collection and trees.
    - April - complete a cardboard layout of the garden design.
    - May 21st - planting day!
  - Water collection was discussed amongst the group and Bruce will consult with Ray Cilley on this matter.
  - Location of gazebo needs to be finalized, and it was noted that two fruit trees on either side of the garden would be attractive.
  - It was agreed amongst the group, in memory of Deb Cilley, that the official name should be "The Deb Cilley Pollinator Garden".
- Summer Reading Program: Ella has proposed an "All Together Now" carnival event, of which the Board is excited about and in full support of! Discussion ensued and it was determined that the event location would have to be at Oak Park due to parking logistics. David was asked to have Ella firm up the date and book Oak Park accordingly. Ella will organize the event and bring forth an outline of plans to David and the Board of Trustees.
- Openings/Staff: Library Trustee: One person has signed up for the ballot; L's vacant position will not be filled and her 4 hours/week will be spread out to other staff; and David was asked to make sure he takes his vacation before Ella is out on leave.

#### **VI: To Do List**

- Jean reviewed the *To Do List* with the group. Updates and progress are being made.
- The NHH Speaker will be chosen at the next meeting. To follow is the link for reference: <https://www.nhhumanities.org/programs/category/humanities-to-go/all>

**Meeting Adjourned at 8:20 PM.**

**Next Meeting is scheduled for Tuesday, March 7, 2023 (rather than the 2nd Tuesday of month schedule due to Town voting on 3/14) at 7:00 PM in the Reading Room.**

Respectfully submitted,  
Linette Seigars, Recorder

*(as accepted and approved at March 7, 2023 Trustee meeting)*