

Stephenson Memorial Library
Minutes of the Monthly Meeting of the Board of Trustees
March 7, 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), Linette Seigars (Recorder)

The regular meeting of the Board of Trustees of Stephenson Memorial Library was called to order at 7:07 pm on March 7, 2023 by Bruce Dodge.

I. Review of Previous Minutes

- The minutes of the previous meeting of February 14, 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 - \$3,610.41
 - Projects Account - \$31,771.16
 - Merrill Account - \$11,291.15
 - Moose Plate Grant - \$0
 - D. Cilley Account - \$19,730.01
 - Wensberg Account - \$750.00
- Copies - \$255.93; Conscience - \$238.88; and Line Dancing - \$1305.00; balances do not include deposits from December and January. Update of these balances will be forthcoming.
- Katie has been successfully added to the SML account.
- A brief discussion ensued regarding Capital Improvement dollars (roughly \$30K) for potential use towards AC/HVAC repair.
- Audit is forthcoming in April.
- The Treasurer's Report was accepted.

III: Director's Report

- David handed out a copy of the *Director's Report*.
- Highlights of the *Director's Report* include Ella's efforts regarding the booking of Oak Park for the Summer Reading Event, her work with local schools for planned activities, as well as the hiring of a new student aide, Emma VanGemert.
- The Town Emergency Management Committee (EMC) met with David on 2/24/23 and went over plans for shed location (as close to back door as possible) as well as dimensions of structure. Currently the EMC will provide a 20' x 10' shed. If SML is willing to contribute, the size of the shed could be expanded to 20' x 20' which would allow for SML storage space.
- Discussion ensued relevant to library closure days due to snow/inclement weather, and the paying of staff. It was agreed upon that SML staff should be paid for their regularly scheduled hours if indeed the library is closed. Pay would not apply if the library remained open and the

staff person simply was unable to get to work. SML needs a formal policy surrounding snow/inclement weather days. Currently, David makes a judgement call based around a number of considerations including highway department plowing, weather at hand, and looking at what other libraries in surrounding towns choose to do.

- Additional discussion took place regarding minimum staffing of SML with 2 persons, security cameras (pros and cons/privacy) and possible bell at front entrance. Katie has agreed to look into security cameras and will get back to the board with additional information.
- The Director's Report was accepted.

IV: Old Business

- Parking Lot: After finally receiving the 3rd RFP from "Fieldstone", Bruce spoke with Ray Cilley for his input. Ray was in favor of the Fieldstone RFP and a motion was made and accepted to move forward with Fieldstone. A check for 50% of the quote will need to be made payable to Fieldstone.
- Pollinator Garden: In addition to the RFP input, Ray Cilley liked the idea of sugar maple, butterfly bushes and/or hydrangeas since these were some of Deb Cilley's favorites. Garden plans are moving forward. The Girl Scouts will be purchasing flowers, a sugar maple and/or hydrangeas.
- Andra noted that she spoke with a Forest Steward regarding signage. Further info on this will be coming.
- New Hampshire Humanities (NHH) Speakers: Andra made a number of suggestions from the NHH offerings and a group discussion ensued. "Music in My Pocket" and "Brewing Beer in NH" were chosen for sometime in the summer and fall, respectively. Katie has agreed to book the speakers. Logistics and location will need to be determined.
- Friends of the Library: Will be sponsoring "The Titanic" talk on April 13th at 7:00 PM, and would like to add another NHH speaker sometime in November.

V: New Business

- This being the last official meeting day of Bruce's term as Chair of the SML Board of Trustees, the group thanked him for all his time and efforts, in gratitude for his service, and enjoyed a "thank you" cake for all.
- Bruce handed over the SML Donation Book to Katie and sent a digital file of those records to Andra.
- Bruce has graciously agreed to continue his work on the parking lot project, which is deeply appreciated.
- Katie has agreed to take on "Interim Chair" role and will prepare agenda for upcoming meeting.
- Britni Chichester has been placed on the town ballot for Library Trustee.

VI: To Do List

- Andra reviewed the *To Do List* with the group. Of note were the following items:
 - Strategic planning and the need to find a facilitator
 - Ella's review
 - Primex - meeting space policy

Meeting Adjourned at 8:45 PM.

Next Meeting is scheduled for Tuesday, April 11, 2023 at 7:00 PM in the Reading Room.

Respectfully submitted,

Linette Seigars, Recorder

(as accepted and approved at April 11, 2023 Trustee meeting)