

Stephenson Memorial Library Trustee Meeting Minutes

May 18, 2026

Andra Hall-Chair

Wendy Durrett -Treasurer

Stephanie Kokal-Secretary



We are here to serve our neighbors and community by providing a gathering place and free access to materials and resources to promote learning, literacy and connection.

Call to Order at 7:03 pm

Stephanie is absent, so Jean Rube Rainier is sitting as a voting trustee for the meeting.

Public Hearing at 7:03 to accept donation from the Debra Cilley Trust

*Andra motioned to accept the gift of \$50,000 that will be distributed in \$5000 annual sums. The funds will be used in the projects outlined in the agenda that include the engineering project and gardening, the maple trees along the property line, a shed for outdoor equipment and a fence along the Slip Rd property line. And if funds allow, replacing the sign so that it matches the other signs in town. Wendy seconded, all in favor; motion passes.

April Meeting Minutes

Andra voted to accept them as written, Wendy seconded, all in favor; motion passes

Treasurer's Report

Remained the same as last month's report. Wendy and Bailey are connecting on Tuesday to review the banking and treasurer duties.

SML Project Account Fund Balances			As of 4/17/2026	SML Trustee Account Fund Balances			As of 4/23/2026
Merrill Fund	\$	5,307.15		Copies	\$	205.03	
Deborah Cilley Fund	\$	13,759.53		Conscience	\$	55.06	
Wensberg Fund	\$	247.82		Line Dancing	\$	180.00	
Mary Ann Grant	\$	-		Trust Fund Interest	\$	767.61	
General Donations	\$	30.00		Total Trustees (BNH)	\$	1,095.19	
United Way Grant	\$	0.00		Last Month:	\$	1,176.17	
Keith M. Sullivan Fund	\$	0.00		Transactions - Last 30 Days			
Projects BNH	\$	19,531.14		Debit	- \$75.00	NHLTA Conference-Jean	Trust Fund Interest
Last month:	\$	18,995.09		Deposit	\$31.00	\$30 line dancing, \$1 copies	
Transactions - Last 30 Days				Debit	- \$90.00	NHLTA Conference-Ella	Trust Fund Interest
Deposit	\$536.05	\$536.05	\$506.05 Merrill Fund Contribution, \$30 Donation	Deposit	\$35.00	\$35 line dancing	
				Debit	- \$49.98	Amazon: Open Flag and Stool	conscience
				Deposit	\$68.00	Line Dancing, Copies	

Andra voted to accept the verbal treasurer's report, Wendy seconded, all in favor; motion passes.

Director's Report

See Ella's report for details.

Other things that were noted during Director's report:

-There was an incident outside the library where a patron tripped on the granite steps leading up to the ramp. Andra made a motion to allow the town to paint the lip in the granite. Jean seconded, all in favor; motion passes.

-The town offices is looking at the electricity bills for the year to see where some discrepancies in billing might light (one month only \$77 bill).

-The budget looks good. We might go over on the marketing line. Ella has updated the forecasting sheet

-Ella is working on a collaboration with the Toadstool for a summer reading program.

Old Business

- Deb Cilley Funds
 - Plan
 - ~~Phase 1: Property Engineering from Field Stone, Gardening 2024~~
 - ~~Phase 1A: Outstanding Field Stone bill (3/2025)~~
 - ~~Phase 2: Maple Trees along property line (2)~~
 - Stage 3: Shed for outdoor equipment (Summer '26)
 - ~~Stage 4: Roof on Platform (Summer '25)~~
 - **Phase 5: Maple Trees along property line: Greenfield Inn (1) (Spring '26)**
 - **Phase 6: Fence along other property line (Spring '26)**
 - Phase 7: New Sign for Library (Spring '27?)
- Gardening project/update/review
 - Scheduled days of service-5/17/26
 - There were a few participants other than the Girl Scouts that include the Home Life group and Jean and Stephanie to help Ella with the basement. The town was also painting the sidewalks on Sunday. The fire department was spring cleaning and prepping their vehicles.
 - There could be more advertising and the wording could have been more concise.
 - Maybe not on Sunday morning?
- Website
 - Update on website
 - Wendy said that it would be up and running two week from 5/13/26
- Capital Plan
 - Electrical Upgrades
 - Front Door-possible grant through Historic Preservation Alliance
 - Air exchange system and graduated engineering plan-possible grant through LChip
 - Ella needs to contact the assessor to complete the application. The trustees agreed that it was worth waiting for May W.
 - Furniture
 - Upgrades to Wensberg Room
 - Wensberg Room entrance
 - Nothing additional to report at this time
- Grant Opportunities
 - Pave Parking Lot
 - Biblio-Bike
 - Nothing additional to report at this time
- Donor for Children's Area

- Andra has not been able to connect with Karen since the last meeting.
- GES field trips to the library scheduled for fall '26
 - Will discuss in the fall
- Update from Auditors
 - Have not heard from the auditors
- NHLTA conference-Jean and Ella
 - Ella and Jean will give an update in June.

Strategic Planning:

- Marketing Plan
 - Letters for the signs and posters are ready to go for May and early June events.

Event Planning

- May events
 - Ella is all set.

Policy Review

- SML-POL-03 Library Bill of Rights-Vote to take this policy off the review cycle until updates are made from the federal government.
 - Andra made a motion to take SML-POL-03 out of the review cycle until updates are made from the federal government. Wendy seconded, all in favor; motion passes.
- SML-POL-02: Meeting Space Policy
 - Changed to annual review instead of annual renewal
- SML-POL-02F: Application for Meeting Space Use
 - Added a statement about handing in insurance for private parties.
- SML-POL-04: Circulation Policy
 - Reviewed no changes made
- SML-POL-05: Code of Conduct
 - Reviewed no changes made
- SML-POL-14: Interlibrary Loan Policy
 - Added a line about the state library and possible delays
- Andra motioned to accept the changes to the reviewed policies SML-POL-02, SML-POL02F, SML-POL-04, SML-POL-05, SML-POL-14, Wendy seconded, all in favor; motion passes

New Business

- No new business

To Do List

- Reviewed list

Next Monthly Trustee Meeting:

Monday, June 15, 2026 at 7:00 pm in the Reading Room at Stephenson Memorial Library

Director's Report for 05/18/2026:

Programming updates:

Concom Birdscaping: This program had 18 attendees and a full parking lot. Linda said it was a very good program.

Mother's Day Tea: We had another successful Mother's Day Tea! We had 16 people attend, and thanks to Stephanie, the Wensberg Room looked beautiful.

When I Was Young in Greenfield: This program brought in 22 people and I've gotten very positive feedback about it. I am talking to the Historical Society about doing it twice a year or at least once a year.

Adult Game Night: We had 3 attendees for this program. I'm hoping that when we do this again in the fall, we'll be able to offer childcare and get more engagement.

Upcoming In-Person Events: 3rd Annual Spelling Bee (5/30), UNH Master Gardener Seed Saving Program (5/30), Estate Planning 101 (6/4 and 6/22), Buy Nothing Yard Sale (6/7), ConCom: Udderly Otters (6/18), Puzzle Palooza (6/20), Redcoats and Rebels (6/28), 4th of July Celebration (7/4), Greenfield's First Sparkler Sprint 5k (7/4), Sheryl Faye Presents: Abigail Adams (7/13), Recipe Swapping and Meal Planning 101 (7/19), Department Head Panel (7/30), Spoon Carving with Owl Eyes Wilderness (8/10), Legends and Lore: An Enchanted Faire (8/29), Art of Chainsaw Sculpture (9/14), Adult Game Night (9/19), Craft Supply Swap (11/14+11/15?), Children's Holiday Store (12/5)

Upcoming Zoom Events: [Presidential Cartoonist Series \(Second Friday of every month\)](#)

Event postponed: Driving to Zero Campaign with NH DOT

Stats:

- In 2026, patrons saved \$42,657.35. This means that each taxpayer (using 1716 as the population from the 2020 census) has saved \$24.86 this year and \$6.29 in March. These savings do not include savings from using the ILL service the state provides.

	January	February	March	April
Tech & Reference				
Reference, Tech help & RA	8	2	1	3
Wireless	42	31	35	39
Public Computer Use	8	3	17	14
Programming				
Children's Programs 0-5 children	18	43	50	52
Children's Programs 6-11 children	3	0	1	0
Teen programs (12+)	0	0	0	0
General Interest Programs	94	67	127	174
Adult Programs / Meetings	145	90	84	11
Passive Programs (puzzle, take & Makes)	0	10	0	0
Special Event - Library Sponsored	40	0	0	2
Outreach - Commons, GES	29	10	23	21
End of Day				
People Counter	412	273	374	424
Days Parking Lot was Full	10	5	Not Recorded	A few
Materials Added	103	55	46	173
Materials Weeded	495	38	36	240
Circulations	886	779	956	896
ILLs in	87	24	125	92
ILLs Out	58	22	111	70
Consortium Checkouts	28	58	43	31
Money Saved	\$11,056.64	\$10,157.10	\$10,647.65	\$10,795.96
New Patrons:	11	5	4	3
Renewed Cards	18	19	9	19