

Shedd Free Library
Board of Director's Meeting
Thursday, May 17, 2018

Meeting called to order at 5:20 by Chairman Elaine Kay, also present were Karen Drew, Sue Toczko, Jo Ellen Wright and Becky Dulac.

Secretary's Report: Accepted as posted

Treasurer's Report: Karen reported that we have \$2669.63 in Checking and \$36,145.72 in Savings as of today. She has requested our first of the year funds from the town.

Correspondence: None

Librarian's Report:

- **Flag:** Jo Ellen has received permission from the Friends to have the flag cut down, Elaine has volunteered to do that.
- **Water Filter Serviced:** Water Filter was serviced May 8th, Capital Well technician said we need new fittings around the water pump or we might have leakage. Bob Wright confirmed that thinking the parts might be around \$250 excluding labor. Jo Ellen will get another quote for replacing fittings and pump.
- **Fencing:** Becky reported that she had looked at the fence with Bill Cole and he said he could replace the 4 rotted fence rails (horizontal bars) and other minor repairs for a ball park figure of \$500. Elaine will speak to neighbors about cutting back the shrubs around the fence.
- **Front door:** Jo Ellen noted that there was a gap between the screen door and entry way, this was pointed out to Bill Cole and he said he would weather strip the space.

Unfinished Business:

- **Facebook:** Jo Ellen reported that Betty Parys is not back from vacation yet. Elaine requested that we update this as soon as possible.
- **Mail Delivery:** still no word yet
- **Maintenance Spreadsheet:** Jo Ellen had created a list detailing Annual Maintenance Needs including the month they need to be addressed and the name and phone number of vendor. She will add a column stating Cost/Budget. This list will be helpful for Naomi.
- **Exterior Painting:** Becky reported that Bob Woodruff would be coming mid-July to paint the trim and that Bill Cole could fix the fence first. Elaine reported that she will contact the neighbors to clear the brush near the fence.
- **Cupola:** not decided yet, Elaine is in the process of getting additional quotes. To date we have quotes from Ed Whiting, the "Slate Guy", and Ken La Voie who was referred to Elaine by the Preservation Alliance Association. The Cupola painting may or may not happen this year.

- Charlotte Graves Donations: Jo Ellen reported that she has purchased 4 Old Mother West Wind books (as requested by the family) for \$300. Becky reported that the family would like the remainder to be spent on beautifying the outside to include plantings for the Pergola and possibly additional shrubs or trees. The Trustees met with Noah on this and he is going to find appropriate plantings and do the planting for us.
- Pergola: Jo Ellen will have Naomi wash the Pergola with Simply Green, a biodegradable cleaner.
- Donation Plaques: Karen had prepared an example of a word cloud and an explanation for the public to see before submitting their 3 word choices. Jo Ellen will find a large clear jar for the word submissions by Tuesday and we will accept words until July 15th.
- Review of Emergency Contact List and Key Holders: Jo Ellen had prepared a new Contact List- a few corrections were made.
- Jo Ellen reported that the alarm system has been going off this week. The Selectmen are aware that the System may not be working.
- EBooks: Elaine has been working on a bookmark but wants to finish artwork before presenting. One side will contain library information and the other side will be ebook promotion. Elaine would like to have these done for the Book Sale. Brenda has prepared a new list of instructions for ebook access. Elaine will take Brenda's new list, add Libby and run it by Al.
- Book Sale: July 7, 2018 Book Sale will be at the Library this year. Elaine will help but has requested someone to help coordinate- Jo Ellen knows of someone who might be interested. Elaine requested that Sue and Naomi sort the books ahead of time and be particular about what they keep to sell. We have 2 tents (Elaine 10 X 10) Jo Ellen (12 X 12) which will be set up in back of the Pergola. Between Elaine and the Library we have 3 long tables and 1 short. We may need more. Becky and Paul can be there at 7:00 to help set up, but have the MLA meeting at 8;30. Elaine has the list of volunteers from past years. Jo Ellen will get the donation jar and bags.

New Business:

- Washington Wayside Park: Elaine gave us a brief history of the creation and maintenance of the Washington Wayside Park and Fund and reported that Trustees need to vote to request that Arlene France expend up to 20% of the Fund to reimburse Carolyn Russell and Joyce Daily for buying flowers and replacing plantings.
Karen moved that " we approve the release of up to 20% of the Washington Wayside Park Trust Fund as allowed by the terms of the Trust Fund for the preservation and the enhancement of the Washington Wayside Park."
Becky seconded and the vote was unanimous. Elaine will write a letter to Arlene France to release these funds as receipts are presented.
- Sue's old computer: Elaine proposed that we consider having ESS Core Company in Claremont cleanup the computer and reinstall System 10 for \$99. We would then use this computer to take the place of one of the older 3 computers used by patrons. We all agreed this would be a good idea.

- New Alternate Trustee still needed: Sue will check with someone she thinks might be interested.
- Upcoming events: Washington Elementary School Magic Show – Friday, May 25 at 1:30. Ice Cream Social Friday, July 19 -5:00-7:00 and Pajama Party August 16, 5:00-7:00.

Next Meeting Date: August 9, 5:30 Library
Meeting adjourned at 7:00

Respectfully Submitted
Becky Dulac, Secretary