

Shedd Free Library
Board of Director's Meeting
Tuesday, August 13, 2019

The meeting was called to order at 5:00 by Chairman Elaine Kay, also present were Karen Drew, Cynthia Harvey, Peggy Carney, Jo Ellen Wright, Sue Toscko and Becky Dulac.

Treasurer's Report:

Karen reported that as of July 31, 2019 we have \$11,646.94 in our checking account and \$36,116.44 in our savings account. Elaine explained that the reason we have so much in checking is because the town has started giving us our allotted amount once a year rather than biannually. Karen said she will put \$6000 in savings. Elaine passed out a Profit and Loss Budget vs. Actual document and reviewed with us, concluding that we are in good shape for the remainder of the year. She stated that we do need to have the budget ready for the town in November.

Correspondence:

Jo Ellen presented a letter from Jim Garvin and Jane Thayer requesting the library's help in putting together an Old Home Day. There will be a meeting Thursday, August 22 at the Town Hall. No volunteers from the library at this point.

Librarian's Report:

- Jo Ellen reviewed the census numbers, some question as to whether or not library should be open Wednesdays during the months of June and September. We will follow the numbers in September and make a decision in the future.
- Noah the Chinook, Jo Ellen asked if we should have him come back in the fall because numbers were low the last few times he came on Saturday. It was suggested that he come on Thursdays to catch the story hour group. No decision at this point as Summer story hour and Summer Reading Program numbers have been low this year. Sue suggested that it might be because a large family of 5 has moved and kids are too tired after Camp Morgan to come to Story Hour.
- Money for Supplies: Jo Ellen asked if there is a better way to handle reimbursement for supplies. Karen said if Jo Ellen can get the bills to her in a timely manner she will arrange reimbursement before the credit card bill is due.
- Printer Cartridges: Jo Ellen requested that she be able to buy a few color cartridges for the office printer. Elaine instructed her to use the new laser printer to print office material.
- Emergency Plan: Jo Ellen reported that our emergency button works, it was tested last week and went right to dispatch and in turn to Chief Murdough. It was decided that we still need an Emergency lock down plan. Jo Ellen will talk to Ralph Marinaccio about a plan.

- State report: Jo Ellen reported that the State Library is instituting a new program to do ILL's but she is having trouble filling out the survey the State requires to be included in the training. Jo Ellen will get back to the State for information on how to fill out the survey. If possible Brenda will be included in the training.
- Jo Ellen also requested that Brenda work 1 or 2 hours to work on updating Patron list. Elaine reminded her that we have a volunteer who might be able to help with entering data for the State.
- John Brighton: John has written a book concerning some Washington history and has agreed to present it at the next book discussion. Jo Ellen will check with John to see if he will be ready to do this September 16th.

Unfinished Business:

- 3 Computers and Color Laser Printer for Patron use are up and running for the amount of \$948.
- Book Sale made \$659 and the Friends cookie sale just under \$200.
- Walkway repairs-Noah has finished the stairs and handrail and there have been many positive comments. Elaine has received 2 new quotes on coating the walkway, she is still waiting for an official quote from the original workman to show an interest. She will look for one more quote to present to the Selectmen. We may need to wait another year to do this project as there is little time to get it together for approval at town meeting.
- White lines on stairs do need to be repainted for safety reasons, Trustees will do that in September.
- Cupola-Elaine has been waiting for Kevin Butler of L & B Roofing to get back to us about the cupola. We are looking for him to do 3 things:
 1. Repair and paint the cupola
 2. Inspect the roof and replace slates
 3. Install a rain diverter to solve the runoff problem

Elaine made the following motion:

"I move to negotiate a contract not to exceed \$2000 with L & B Roofing (Kevin Butler) to repair/scrape and paint (minimum of 2 coats of paint) the SFL Cupola. In addition L & B Roofing will inspect the roof and recommend replacement of missing/broken/deteriorated slates. If slate repairs are needed the Library Trustee Chairman has the authority to authorize the work not to exceed \$1200. All funds will be taken from the Natalie Jursen donation account" Karen seconded the motion and all approved.

Donation Plaques/ Criteria for plaque recognition: Becky and Karen presented a paper model of what the plaque would look like with suggested names. At this point all names on the plaque are deceased but it was decided that we need to come up with a \$ amount for a person's name to be on the plaque. \$1000 was the amount suggested. We have put this away to be decided at a later date.

New Business:

- Review/revise Trustee Bylaws- several changes were made and Cynthia will type up the new document.
- SFL Policy Book to be reviewed at next meeting
- Employee Evaluations to be started September/October, Jo Ellen will do staff evaluations
- Begin Budget process and Capital Expenditure planning due in November: Budget work meeting set for Friday October 18, 10:00 at the library, Elaine will participate by phone. We will send Elaine suggestions for special expenditures for next year before the meeting. Suggested so far are rug to replace the mildewy one in the hallway and sidewalk coating.
- Jo Ellen reminder- Town report due in December, Jo Ellen will do. NHL Annual report is due in the spring, will be reviewed by Trustees before submission.
- Other Business: Sue and Jo Ellen mentioned that many people have commented on how lovely the flowers are in the Pergola garden, something blooming all the time. Becky said that Susan Voss has volunteered her time and gardening expertise as well as many plants to keep this garden flourishing. The doors and the landscaping work done by Noah were done with donations in her parents' names (Jim and Charlotte Graves) so Susan has been happy to volunteer her time for the beautification of the exterior grounds of the library.

Next Meeting Dates: Budget Work Meeting- Friday, October 18th, 2:00 Library (Elaine participating by phone) Next regular meeting: Tuesday, November 12th 5:00 Library.

Meeting adjourned at 6:45

Respectfully Submitted,
Becky Dulac, Secretary SFL