

**Shedd Free Library
Board of Trustees Meeting
Tuesday, December 10, 2019
5:00 pm**

The meeting was called to order at 5:00 pm by chair Elaine Kay. Also present were Jo Ellen Wright, Karen Drew, Peggy Carney, Al Bruno, James Bruno, Sue Toczko, Bob Wright and participating by phone, Becky Dulac.

Treasurer's Report:

- Karen reported that to date we have: \$4,613.06 in Checking, \$40,629.55 in Savings and Trust fund interest check being sent for \$4200.94.

Correspondence:

- Becky asked if Jo Ellen had familiarized James with the log book used to keep track of donations. Jo Ellen replied that they haven't gotten to that yet but will.
- Elaine said she will check into having more SFL stationary printed.

Librarian's Report:

- Jo Ellen asked about a temporary light to replace the permanent one that won't be replaced until spring. Elaine reported that the Selectmen and the Trustees had walked the area at night and felt safety was not an issue. Jo Ellen said that some patrons as well as Sue and herself felt it was unsafe, she also mentioned that empty beer cans and wine bottles have been left on and around the park bench. Elaine will write a letter to the Selectman readdressing the issue of light and letting them know about trash being left.
- Jo Ellen requested that she be allowed to work until the end of her contract December 31st instead of leaving the date of her retirement party, December 19th. This was agreed to by the Trustees, although they were all under the impression that Jo Ellen wished to leave earlier.
- Jo Ellen reported that the Procedure Manual is finished. She will send it to Elaine to print and put on the library computer. Old Bylaws still need to be deleted.

UnFinished Business:

- Update Walkway repairs/submitted for Capital Improvement: Elaine reported that everything has been submitted and hopefully will be voted on at Town Meeting.
- Cupola/Roof Repairs: Elaine reported that she has contacted Sentry Roofing in Manchester (they did the roof of the Elementary School in Town) to see if they could do the cupola and slate roof. The Selectmen suggested that they do all the cupolas in town- Church, old School House and Town Hall while they have the lifts set up. The company came out today to look at the project. They are familiar with slate roofs having done the slate roof of the Dunbarton Library. They will also do the diverter and will check the shingles in the area where there has been a leak near chimney in the front room. They will get back to Elaine with an estimate for the work.

- Town Report: Jo Ellen reported that it is done and turned in.
- New ILL Program: Jo Ellen reported nothing new on that front but they will get James included in the class.
- Employment Agreements 2020, Elaine reported that all agreements are done for James, Sue and Naomi who has agreed to come back. There is no need for a Substitute Librarian contract at this point. Elaine said she would like Bella to do the library course. James will take the Idaho ABLE course. Karen made the motion that the Library reimburse James the course fee up to (\$60) Becky seconded and all approved. Motion passed.

New Business:

- New Library Director Into and schedule: James was reintroduced to the group and it was agreed that he would start work on December 17th, working with Jo Ellen until her retirement on the 31st. He has already been in one day to begin learning library procedures etc. from Jo Ellen and Sue.
- Review of Meeting with Selectmen on December 5th: Elaine reported the following from this meeting:
 1. She and Peggy went in to review the Library Budget with the Selectmen. The Budget is down \$400 from last year.
 2. Elaine reported to them that the large tree near the library needs to be trimmed back. They said to talk to Noah, Noah has already been to look at it.
 3. The Selectmen told Elaine and Peggy that if the Library needed help with building projects to come to them.
 4. Elaine informed them of her resignation from the Library Board as of December 16th. They reluctantly accepted her verbal resignation but expressed gratitude that she would stay on for a period as an Alternate. They were also informed that Peggy has agreed to become a full time Trustee and will step up to the Chair position.
- Other Business related to Board Changes:
 1. Elaine is willing to stay on until March as an Alternate (hopefully longer)
 2. Al is stepping down effective this evening. He will notify the Selectmen. He feels a conflict of interest with his son being our new Director. His contributions over the past 7 years were noted and appreciated. At this point we have no Alternates; however, we do have a town resident who will be interested in January.
- Motions made related to the new Board positions
 1. Karen moved that we accept Elaine's resignation as Trustee and Chair. Becky seconded and all approved. (Elaine recused herself.) Motion passed.
 2. Karen moved that we invite Peggy to become a Fulltime Trustee. Elaine seconded and all approved. Motion passed.
 3. Karen moved that we approve Elaine as an Alternate Trustee. Becky seconded and all approved. (Elaine recused herself.) Motion passed.

4. Becky moved that we make Peggy the Chair. Karen seconded, all approved. Motion passed.

Elaine will send a letter to the Selectmen informing them of these changes and our recommendation of Peggy as a Trustee, and request their approval of our recommendations.

- Retirement Reception: December 19th 2:00 -4:00. This date has been posted on the town website and advertised with posters around town. Jo Ellen will put it on the Library Facebook page.

Next Meeting Date: Thursday, February 20th, 2020 at 11:00 am- Library

Motion to Adjourn. Meeting adjourned at 6:00 pm

Respectfully submitted,
Becky Dulac, Secretary SFL