

**Shedd Free Library
Board of Trustee Meeting
Wednesday, January 13, 2021
Zoom Meeting**

The meeting was called to order at 9:00 am by Chair Peggy Carney. Also present were Elaine Kay, Heidi Butcher, James Bruno and Becky Dulac. Karen was unable to attend. Peggy nominated Heidi as Alternate Trustee to replace Karen in any vote. Becky seconded and all voted in favor.

Treasurer's Report:

- Becky reported the following for Karen: Savings account: \$46,362.01, Checking account: \$7,808.93
- Becky reported that she is waiting to hear back from someone who is considering the position.

Furnace Vent:

- James has called the HVAC company recommended by Heidi and has not heard back. He will call them again.

Pledge Drive:

- Printing/Mailing costs: Peggy reported that she has a quote from Speedy Printing and Copying in Concord for folded flyer in an envelope including postage for \$843.67.
- Peggy made the motion that the Trustees spend \$843.67 for the Pledge Drive mailing. Heidi seconded and all were in favor. Peggy will put the amount on her credit card and be reimbursed.
- Peggy will check with the Printer and get a time frame for the flyers to be completed. She will also check with Selectmen about status of Town Meeting.
- Keeping records: James will get the Pledges mailed in from PO Box and keep a record of donations received. As pledges come in, Becky and Heidi will respond by email if emails are available.
- Receipts for tax purposes / Thank you notes: We will adapt the Meeting House Template for SFL purposes and use as a tax donation receipt as well as a thank you note. This will be the only hard mailing after the initial Pledge drive envelope goes out. Becky and Heidi will work together on this mailing.
- Other methods of Pledge Drive: Heidi and Becky have sent emails to respective Lake Associations. James will put out on Library Facebook, Peggy will put on LAE Facebook. James will call Michael Pon to place in Stonebridge Paper.

Other Business:

- Stock Donations: Peggy is meeting with Selectmen tomorrow she will ask them if they have experience with stock donations. She will also speak with Arlene France about stock donations.

Next meeting: January 26, 9:00 am, ZOOM meeting. Meeting adjourned 9:32 am

Respectfully Submitted,

Becky Dulac, Secretary, SFL

