

**Shedd Free Library  
Board of Trustee's Meeting  
Tuesday, March 22, 2021  
Zoom Meeting**

The meeting was called to order at 9:00 am by Chair Peggy Carney. Also present were Heidi Butcher, Lynn Hendrickson, Elaine Kay, James Bruno, Sue Toczko and Becky Dulac.

**Treasurer's Report:**

- Lynn reported that we have \$4,938.91 in checking and \$46,565.77 in savings.
- Lynn has downloaded Quickbooks onto her computer and prefers to work on that but download info onto library computer.
- Elaine will forward budget to Lynn.

**Librarian Report:**

- Patron numbers: James reported that library has been averaging 7-10 patrons a day.
- Online catalog progress: James reported that progress is ongoing but could take a couple of months to get all books online. It was decided that he should put up the adult non-fiction now.
- Pledge numbers: James reported that we are now up to about \$33,000 in pledges. He will resend the most recent pledge list so Heidi and Becky can continue with thank you notes. We are almost out of library stationary so Heidi will call Premier Printing to reorder enough for the time being.
- Printers: Printers were discussed at length as James has reported that they have not been working for 2 weeks. It was decided that Becky would bring in her personal printer to determine if problem in back room printer was computer related. James will buy a new laser black and white printer for the office.
- Roof: Masons have been working on the roof, taking down several courses of brick to be rebuilt.

**Library Trustee's Computer:**

- The computer was purchased several years ago to hold all library information (minutes, budget, policy updates etc.) to be handed down to new Treasurer Trustee over time. Elaine has downloaded policies and meeting minutes through September 2020. Becky will forward minutes from October on to Lynn to be downloaded onto Library computer.

**Annual Book Sale:**

- Elaine will coordinate the book sale again this year for the last time. Heidi will help her and plan to take over the job in the future.
- We need to recruit younger people to help move books at either end of the sale.
- Book sale is usually on the Saturday of the 4<sup>th</sup> of July celebration in town.

**Alternate Trustees:**

- Heidi is an Alternate and Elaine will serve as Alternate until July. Becky will check on another possibility for Alternate and in May or June Peggy will give new names to the Selectmen.

**Front Doors:**

- Becky noted that the mahogany front doors are in need of refinishing. She will research marine finishes, we will discuss options at our next meeting.

**Next meeting**

- Tuesday May 4, 2021, 9:00 am. Decision to go Zoom or in person will be made closer to the date.

**Respectfully Submitted,  
Becky Dulac, Secretary SFL**