

**Shedd Free Library
Board of Trustee's Meeting
October 7, 2021
Library**

The meeting was called to order at 1:00 pm by chair Peggy Carney. Also present were Lynn Hendrickson, Heidi Butcher, Rudy Galdonik, James Bruno, Sue Toczko and Becky Dulac.

Treasurer's Report:

- Lynn passed out a Profit and Loss Budget vs. Actual sheet for January 1 through October 7, 2021. She reported that we have \$23,927.62 in savings and \$15,186.26 in checking.
- Lynn reported that she had received a letter from the Attorney General's office asking for a report of the principal of any trust fund held by the library. Lynn responded to the letter and gave it to Becky to file. Peggy will check on the amount of interest our trust fund is earning.

Librarian's Report: (see attached) James handed out his report and there was discussion on a couple of items.

- Possible change to library hours: James noted that on Thursdays when we are open 1-7 we don't get many patrons after 4-5 o'clock particularly in the winter when it is dark by then. He asked us to consider changing our hours of operation from 10-4 or 10-5 in the winter which would coincide with Tuesdays and Saturday opening hours. It was decided we would put a notice on Facebook announcing an experimental change of hours for the winter months.
- Chandelier light coverings: James reported that the interior lights are very dim due to the chandelier's frosted glass chimneys and now that it's darker out it's difficult for he and Sue to see. He suggested changing the frosted glass to clear glass but wondered if the antique value of the chandelier would prevent that. Trustees decided to look at the chandeliers after the meeting to decide how to proceed- change of glass or switch to LED lighting.

Computers/Price/Password:

- Alan has still not sent a written estimate, we will not move forward until we have a written contract. Peggy will call him again and let him know that the computer area will be changed. Once he emails contract, it was decided that Trustees could approve via email. Peggy will also let the Police know that he will be working in the building at night and hours when library is not open.
- Password: we discussed not publicizing our password on the front door and changing it monthly for security reasons.

Masks: It was noted that masks are now required again in all town buildings. When patrons are in the building everyone needs to be masked. When librarians are working alone they may decide whether or not to mask.

Handicap Entrance: We are in a holding pattern, have not heard back from Anthony Costello yet. Peggy will meet with Selectmen to see how the parking lot will progress and ask Deb about installing a handrail on the patio steps.

CIP: we have a \$5500 quote to restore the cupola, this includes the lift. Rudy will research NH Moose Plate grant for money to restore and paint the cupola. Rudy will also contact Pitcher Mountain Painters to see if they will give us an estimate. Peggy will fill out the CIP's on cupola and handicapped access.

Budget for 2022: Meeting set for Thursday, November 4 at 9:00 to do the budget.

Basement Cleanup/Books for the Sale: Cleanup date set for Tuesday, November 2 at 9:00 to cleanup basement.

- **Tables:** Peggy asked if we should look into purchasing more tables, it was decided that we would look into it.
- **Floor Pallets:** water in one corner of the basement led to losing many children's books saved for the book sale. Purchasing plastic pallets to prevent this was discussed. We will look into this as well.
- **Heidi** has been collecting banana boxes to be used to sort books alphabetically by author, spine up so they can be sold from the boxes. We will sort books as they are donated.

Fire Alarm Update/Phone line:

- Capital Alarm has come to look at our system and other town building systems. Debbie is waiting to hear from them.
- Lynn will look into the Erate program for phone discount in the future.

Other: James mentioned that the Historical Society would like to sell their sketches at the Library and give a portion of the proceeds to the library. The president of the Historical Society stopped by with the sketches. Trustees were all in favor of selling the sketches.

Next Meeting: Library basement cleanup-11/02/2021 9:00 am library basement
Budget meeting: 11/04/2021 -9:00 am library

Meeting Adjourned: 2:20 pm

Respectfully submitted,
Becky Dulac, Secretary SFL

Library Director's Report

October 7th, 2021

Topics of Discussion



Book Discussion

- Our first book discussion of the year will occur on October 21st at 10:30 (Third Thursday of the month)
- The book we will be reading is *The Personal Librarian* by Marie Benedict



Pledge Checks

- Currently, we are waiting on 3 checks total adding up to \$450
- I have a list of everyone who will require a thank you letter



Summer Reading Program

- Summer Reading is done for the summer. We had four active participants and all four earned a bike.



Library Open Wednesdays

- We are official back to being closed on Wednesdays for the summer



Tech Soup

- With Karen's help, I was able to access Tech Soup and alter the information so that I am now the administrator. I cleaned it up/updated some information and am now waiting to hear back from Allan Treadwell



Possible change to library hours

- On Thursdays, we are open from 1-7
- During the winter months, we really do not receive many people in the later afternoons and rarely ever after 4-5 o'clock. We get a few more folks in the summer, but once it's dark out, it's just Sue and I working.
- We wanted to bring up the idea of, at least in the winter, changing our hours of operation from 10-4 or even 10-5, to coincide with Tuesdays and Saturdays (and even Wednesdays) in which we open at 10 each morning.



Chandelier light coverings

- The library's interior lights are very dim because the chandelier's hold frosted glass chimneys, and now that it is getting darker out, we find it hard to see what we're doing. Are we allowed to change the glass chimneys to clear ones or is there a rule against that because their antique?

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Halloween

- Trunk or Treat will take place on October 30th from 12-3