

**Shedd Free Library  
Board of Trustees Meeting  
Thursday, February 20, 2020  
1100 am**

The meeting was called to order at 11:00 am by chair Peggy Carney. Also present were Karen Drew, James Bruno, Sue Toczko, and Elaine Kay and Becky Dulac participating by phone.

**Treasurer's Report:**

- Karen reported that to date we have \$46,238.22 in Savings and \$1,740.26 in Checking.

**Agenda Items:**

**Roof and Sidewalk:**

- Roof: Quote received from Sentry Roofing for \$4,375 – to repair asphalt and slate roofs and repair and paint cupola. No recent response from original bidder. Karen made the motion that we allocate funds from the Natalie Jerson fund not to exceed \$5,000 to repair slate roof and repair and paint the cupola. Becky seconded and all approved. Elaine will go back to Sentry to get a quote on rain diverter and we will discuss later.
- Sidewalk: The town has included the sidewalk expense in the town warrant for \$8000. This amount would allow for a new sidewalk coating and also include a drain in front of side doorway.

**Staples Credit Card:**

- In the past there has been a Staples Credit Card, Karen reported that to her knowledge it has not been used in recent history. Peggy made the motion that Karen call Staples and cancel the card. Becky seconded and all approved.

**Debit Card for James:**

- Peggy made the motion that we get a debit card for James with a limit of \$200. Karen seconded all voted in favor.

**Library Facebook Page:**

- It was noted that James has been doing a great job posting events. In order to grow our number of followers Peggy suggested that James put things on the town page.

**Lockbox for Keys:**

- It was noted that we have a long list of key holders (20), and discussion followed on whether we should change the locks and/or put in a lock box.
- Peggy will check with Deb at Selectmen's office and see if the town has a locksmith, will investigate locks and we'll go from there.
- Individual lockboxes run about \$40, Peggy learned that the town is putting in lockboxes at a few town buildings that cost \$370. She will check with Selectmen about why those are so expensive and ask if they will be willing to pay for one for the library.

**Unlocked Door at Christmastime:**

- Sue noticed the side door to library wide open Christmas night. She went in to investigate and found nothing missing; however several children's books were on the floor. Peggy will call the Police to keep an eye on things and request that they include us when checking on other town buildings.

**Notary Public Service:**

- James will follow up on obtaining forms and registering to become a Notary Public. Peggy had done some investigation and it looks like the whole process would be about \$100. Becky made the motion that the Trustees pay the fee for James to become licensed as a Notary. Karen seconded and all approved.

**Old Manuals:**

- In reorganizing and culling through the library shelves, James and Sue have moved many manuals from the 1990's to the basement. Peggy will look through them, saving what is necessary and throwing out anything more than 20 years old. Becky mentioned that she has binders of old minutes, etc. at her house which she will bring to the library. We may need to set aside a work day to sort through all of these things.

**James and Sue's Report:**

- When looking at the Librarian's Census report, two things were noted: The February Book Club was very well attended (13 people\_) and all enjoyed the book choice The Only Woman in the Room also the attendance of story hour is now a steady 8 up from 3 or 4 and there have been up to 17 present.
- Vents in the Back: It was noted that the back room is cold, to the point where people attending book club leave their jackets on. There are only two vents in this room and one is behind book shelves. Discussion followed on how to solve this problem – one suggestion was reconfiguring the room by moving the computers to the back wall to expose the vent and putting bookshelves on the current computer wall. We will explore this possibility. It was also decided that Peggy will call Ayer and Goss and ask them to clean the furnace and see if they know when it was last cleaned.
- Basement Lock: Sue has the only key that works, James will make copies.
- Cracks in Windows: James reported that several windows have cracks that appear to be getting worse. It was noted that there are storm windows so heat loss is not an issue however, upon examination it was determined that they do appear to be a problem for safety reasons. Peggy will find out who would be in charge of replacing these windows.
- Baby Books: In the past the Friends have purchased books for the library dedicated to a new baby in town. A plaque would be put in the book with the baby's name and the parents would get a letter notifying them of the dedication. James will check with the Friends to see if they would like to continue to fund this program.
- Grant Application: James will call Deb Dutcher at the State Library for info on this grant app.

- Annual Report Survey: James asked where to find information for this report. Karen said she had some information. Elaine directed him to town report for salary info and said to do the best he could this year and catch up next year.
- Paid Sub requested: Elaine replied that, "there is minimal money budgeted for a "sub" this year. The purpose of a "sub" is to take the place of either Sue or James if they are out for an extended period of time, it is not money budgeted for extra projects."

**Other Business:**

- Karen made the motion to take Elaine's name off the safety deposit box and replace with Peggy's name. Becky and Peggy will go to the bank to do this soon. Applications for Librarian's position will go into the safety deposit box for 3 years.
- Sue needs help getting Jo Ellen's name off the computer, Peggy will look at it.
- Old Home Days: Trustees decided not to be involved, James will look into it.
- Alternates: We still need Alternates and can have up to 3. Peggy will post on Library Facebook and Town Facebook.
- Amazon Prime Account: discussion on whether library should have an Amazon Prime account at \$119. It was decided to follow how much we spend on shipping for a few months to see if it makes sense to get an account.
- Security System for Library: considering the suspicious Christmas incident Peggy asked in the future if we might want to consider a security system with a cost of about \$250. It was decided not to do anything at this point with system as we are pursuing lock change/lock box.
- Toilet and Sink replacement: We have budgeted money for the replacement. Peggy will look at toilets and sinks at Home Depot and we will discuss at next meeting. Peggy will contact Mark Dube about installation.
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**Next Meeting Date: Thursday, April 9, 2020 at 11:00 am, Library**

**Motion to Adjourn. Meeting adjourned at 12:40 pm**

Respectfully submitted,  
Becky Dulac, Secretary SFL