

**Shedd Free Library
Board of Trustees Meeting
March 29, 2022
Library**

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

Treasurer's Report:

Lynn distributed the Profit and Loss Budget vs. Actual for the period January 1 through March 28, 2022. She reported we have \$29,570.27 in savings and \$9,864.65 in checking. Lynn will be having her annual meeting with the auditor on Monday, April 4th. In budget discussions the topic of the library installing a mailbox in lieu of renting a post office box came up. The town has no issue with this but it was decided that prior to making any decision James would discuss the location with the mail carrier.

New Parking Lot, Handicap Accessible Entrance:

The Selectmen and Peggy Carney have been in discussions with a potential contractor for the new vestibule. As of this meeting negotiations were ongoing but optimistic for a mutually agreeable construction price. The new vestibule will have a brick façade to match the existing building and Peggy has been in touch with a mason to obtain a quote. Ed Thayer's department will create the new driveway and parking area, hopefully in mid spring after other town projects are completed. The trustees will request a temporary pathway be created to the current library entrance from the new lot so that patrons do not have to walk along Main St. The construction for the new entrance is expected to begin in June. James has begun preparing the interior of the library for the construction and to that end has researched and compiled a thorough check list.

Procurement of Materials Procedure:

James confirmed the library does not currently have a procedure in place. He will contact similar libraries in our area to inquire what procedures they use and will also check on the New Hampshire Library Trustees Association (NHLTA) website for ideas.

Patron Request for Reconsideration:

The trustees will review the proposed Request for Reconsideration and discuss at the next meeting.

Grants:

As we consider the upcoming physical improvements to our library and parking area Rudy Galdonik and Peggy Carney have explored various grant opportunities. At this point, most grants will not reimburse for work already completed and ask that the recipient hold off any improvements until after the grant has been given. Unfortunately this does not work for our project's timeline but they will continue to research for not only the current project but additional improvements in the future.

Bank Discussion :

Some changes will be necessary as Heidi has become a Trustee and Becky has transitioned to Trustee/Alternate. At some point in the near future the trustees will go to the bank and change signatures for the safety deposit box, taking Becky's name off and putting Peggy and Heidi on. In addition Peggy or Heidi will be added to the checking account as a second signer.

Librarian's Report:

James will talk to Deborah DeFosse at Town Hall about removing the deteriorating white picket fence on the south side of the library. The north side fence had also deteriorated and has been removed in anticipation of construction.

New lampposts will be erected in the parking area and the book drop will also be relocated adjacent to the new lot.

Prior to construction a pipe will be laid for a future well connection with the library.

James is planning an Easter Egg Hunt on April 16th and the Trustees will hold their annual book sale on July 2nd.

Installation of new wiring and placement of computers is ongoing.

Other Business:

It was agreed that Peggy Carney and Heidi Butcher would attend this year's NHLTA Annual Spring Conference and Meeting on May 10th in Concord. Workshop offerings at the conference include Censorship and Intellectual Freedom, as well as Technology, Social Media and Business strategies for the 21st century public library.

Meeting Adjourned: At 10:30 am. The next meeting is scheduled for Tuesday, May 17th at 9:00 am at the library.

Respectfully submitted,
Heidi Butcher, Secretary SFL

**Library Director's Report
Tuesday, March 29th, 2022**

Fences

- I took down the fencing on the left side of the house.
- The fence is falling on the opposite side. Should it all come down? Do we need permission from the neighbors?

Collection Policy

- I found no signs of a collection policy. I talked to Jo Ellen and she said that they avoided any controversy by not ordering political books or books that would cause trouble.

Parking Lot

- Bob Wright wanted me to ask if we are bringing the well line into the basement so that the well never runs dry.

Book Sale

- We've started getting more books
- We're going to need a lot of help getting these books out of the basement when it comes time for the Sale.

Easter Egg Hunt

- We are planning on having an Easter Egg hunt on Saturday the 16th