

Shedd Free Library Board of Trustees Meeting March 3, 2022

Library

The meeting was called to order at 9:01 am by Chair Peggy Carney. Also present were Lynn Hendrickson, James Bruno, Rudy Galdonik, Heidi Butcher, (via telephone.)

Treasurer's Report:

Lynn distributed the Profit and Loss Budget vs. Actual worksheet for the period January 1, through February 21, 2022. She reported we have \$11,308.05 in checking and \$29,668.93 in savings.

Upcoming Audit:

Peggy Carney reviewed a form that is required for the anticipated audit, which is scheduled for this coming April. Questions were completed regarding meeting practices and any issues that were relevant for the auditors to have prior to their arrival.

Mailbox:

Sue Toczko is looking into purchasing a mailbox to be installed at the curb. This would replace the library's PO Box. A large locking mailbox with a slit would cost \$230. The current annual fee for the PO Box is \$115. Lynn will check with Debbie at the town hall about any town regulations. Topic was tabled until the next meeting.

Ceiling Chandelier:

James updated that Marc Dube checked the chandelier which appeared to be dangling from the main room in the center of the library. Marc confirmed the chandelier is secure. Just the decorative medallion had come loose. The medallion will need to be painted to complete the project.

Magazines:

The library currently pays 2 magazine subscriptions: New Hampshire and Yankee Magazines. The rest of the magazines available at the library are either free or donated. James will research additional magazines which might be of interest to the town's residents.

A large magazine rack is no longer needed and will either be sold or taken to the Washington Mall.

Librarian's Report: (see attached)

James distributed his report, and the following items were discussed:

Update on electrical work: The electrician came and fixed the exterior lamp post that was "wobbly." Two bulbs were ordered; one to replace the existing bulb and one as an extra because it was a rare square-base bulb. In addition, 2 spiral fluorescent bulbs were replaced on either side of the front door. The timer for the lights was also reattached.

Other Business:

Reconsideration Form:

The Board agreed we need to have a Reconsideration Form in case any of the library's materials are challenged. Peggy shared a form that came from the State Library Trustees. It was decided that we would use the State's form and if changes are recommended, we can evaluate at a future date.

Lynn moved that the library use the State's form and review it a future date. All voted in favor.

Peggy also recommended we have a written Collection Order Policy. James agreed to look into whether a Collection Order policy already exists. Topic tabled for future meeting.

Peggy stated that the town has changed their mask policy from required to recommended. The Board agreed to change the library's policy to match the town. Masks will still be available for use by a patron. James or Sue will change the sign on the front of the library.

Town Meeting:

Peggy will be present at the town meeting on Tuesday, March 8, 2022. Points will include the library's budget, plans for the upcoming parking lot, handicapped entrance project and refurbishment and painting of the cupola.

Grants:

Rudy investigated the Moose plate program with the NH Division of Historic Resources for a possible source of funding for the painting and refurbishment of the copula. Timing is a challenge. Any project that would receive grant assistance would not be able to start until after the grant application process is completed - this means the earliest funds might be available is fall of 2022. Peggy stated that we are trying to utilize the same contactor who will be working on the town hall's widow's walk because a man-lift will already be at the property, saving cost.

Rudy agreed to call Amy Dixon, who manages the distribution of Moose plate grants to see if there is an alternative option for us to apply for grant funding.

Peggy will research additional grants that would not include a time frame of holding off on the library's improvement projects.

Meeting Adjourned: at 10:15 AM. The next meeting was scheduled for 3/29/22 at 9:00 AM.

Respectfully submitted,

Rudy Galdonik, Trustee/Alternate