

**Shedd Free Library
Board of Trustees Meeting
May 24, 2022
Library**

The meeting was called to order at 9:10 am by Chair Peggy Carney. Also present were Lynn Hendrickson, Becky Dulac, Rudy Galdonik, Sue Toczko, James Bruno and Heidi Butcher.

Previous Meeting Minute:

A motion was made and seconded to approve the minutes of the last meeting and was unanimously approved.

Treasurer's Report:

Lynn distributed the Profit and Loss Budget vs. Actual worksheet for the period January 1 through Mary 23, 2022. She reported we have \$8,247.57 in checking and \$29,672.59 in savings. Financially we are on track.

Plantings for Pergola:

Becky is pursuing plants for the outdoor pergola area and will research varieties of climbing perennials that would suit our needs and climate.

Librarian's Report: (see attached)

James distributed his report and the following were discussed:

The town has approved our request for a mailbox and it will be installed on the Main Street adjacent to the new North side entrance to the new parking lot. It will be installed once the parking lot is completed.

The magazine rack is gone and has freed up additional floor space and allowed James and Sue to continue reorganizing the collections in anticipation of the new entrance.

The SFL Wifi password has been successfully changed and James will discuss security concerns with Alan when he does the new wiring.

Capital Alarm has coordinated with James for a security code to allow Library personnel access to the building in case of an emergency.

The Library is prepped and ready for the summer season with screens installed, patio furniture out and wooden snow shields removed from the bushes.

The Library will resume Wednesday summer hours on June 15th. It was decided that the Library will stay with the revised Thursday hours begun this winter and will assess this as the summer proceeds.

James and Sue discussed the ongoing issue with overdue materials. Sue contacted the library in Newport to determine how they handle the issue. After much discussion it was decided that we will implement a new system for overdue materials. Beginning 2 weeks after an item is due a phone call and/or email will be sent. After 4 weeks a letter will be sent advising replacement costs if an item is not returned and advising that if the item is not returned within 2 weeks time "privileges will be revoked." At 6 weeks the patron will lose library privileges until the item is returned or replacement cost is paid. Lynn reminded the board that the Procedure Manual will need to be updated with this new procedure.

The Trustees discussed volunteering to help James enter information on the new Biblionix system. All agreed to volunteer their time but we will hold off on scheduling it for now.

Parking Lot and Handicap Entrance:

Peggy reported that the Town Highway Dept. is working on Faxon Hill Road and our new lot is the next item they will get to once that's done. She is still waiting to hear from the mason for a time to meet him and get a quote on the new brickwork for the new entrance.

Book Sale, July 2:

Heidi is in charge of the book sale this year and with everyone's help the books have been alphabetized by author to make shopping easier. The books will be priced differently than in the past; we will charge \$1 for paperbacks, \$2 for hardcover and \$3 for Best Sellers. Heidi will coordinate helpers for the day as well as tables etc. The sale will be held from 9 to 1 on the patio. In case of inclement weather a rain date will be determined.

New Hampshire Library Trustee Association Spring Conference:

Peggy and Heidi attended the event this year, which was held earlier this month in Concord. Peggy attended three workshops and Heidi attended a different three so that we got a good overview of the topics offered. The workshops were very timely and provided valuable input as well as good networking and contact opportunities for the Trustees.

Final Discussions:

The Trustees will continue to research Material Objection Forms and will workshop in the fall to create something to keep on file. This has not been an issue for our Library but it has been an issue in other communities so it is best to have at the ready should it be needed.

James will research the cost of a new fax machine as well as a DVD cleaner.

Sue will plan an ice cream social to kick off the summer reading program.

The next meeting is set for June 28th at 9:00 am at the Library.

The meeting was adjourned at 11:05 am.

Respectfully submitted,

Heidi Butcher
Secretary, SFL Board of Trustees

Library Director's Report 5/24/2022

- *New Mailbox*
 - The Post Office okayed us getting a mailbox. We just need to remember to return our keys to our P.O. Box and they'll add us to the route.
 - Additionally, the mailbox cannot be anywhere near the intersection, so the new entrance will be fine, as opposed to the bottom of the steps which will not.
- *Magazine Rack*
 - The magazine rack was taken away by the local book biner in town to display his pamphlets. I helped him load it into his truck and it's out of our hands!
- *Wi-Fi Password*
 - I changed the Wi-Fi password!
 - The new password is **sheddfree321** (all lowercase, no spaces)
 - In order to be able to change the password monthly, we need to have the router directly hooked up to my computer. Unfortunately, we cannot do this until Allen rewires the building, and we cannot rewire the building until the "hacker situation" has been resolved by townhall.
- *Fences*
 - The Selectmen hired someone from the Highway Department to remove the rest of the fences and take them away.

Capital Alarm "Emergency Access Phrase"

- When Capital Alarm was here to check things out and update their contract, they had me decide on an "emergency access phrase" to be used in an emergency.
- Our phrase is "Shedd Free 123"

- The point of the phrase is that, if there is ever an emergency at the library, such as a fire or a flood and the authorities are on the scene first, we need to say “Shedd Free 123” to legally be granted entry to the library.

The Cellar

- I finished moving everything from the old cellar into the new basement, including every box of decorations.
- The only reason for us to go down into that cellar now is to either check on the furnace or reset the front step lights at daylight savings time.

Ready for Summer

- The library is all set for summer!
- The air conditioners have been installed, the fans have been brought up, the screens have been replaced, the patio furniture is out, and the water/hose is on.

Summer Reading Program

- Our program will begin on: June 21st

Summer Hours

- We will likely begin Wednesday, June First
- Is there any chance we could work for longer than 10-1?
- Or maybe instead of Wednesdays, we could do three extra hours on Saturdays during the summer. (Example: 10-4)

Overdues

- We need a better system of dealing with overdue books
- Currently we call, email, and tell people face-to-face that their stuff is overdue, and it doesn't change a thing.
- We used to charge people and mail them a bill. Can we go back to this?

Possibly Hire Bella

- We need someone to help us go through the withdrawals and discards. There are millions, and no one seems to want to volunteer anymore.
- We also need someone to go through the 1000+ library card numbers and weed out who is dead, moved away, or doesn't come in anymore.
- Could we hire Bella to work on this for us?