

**Shedd Free Library
Board of Trustees Meeting
June 28, 2022**

The meeting was called to order at the library at 9:05 am by Chair Peggy Carney. Also present were Lynn Hendrickson, Becky Dulac, Rudy Galdonik, Sue Toczko, James Bruno and Heidi Butcher.

Treasurer' Report:

Lynn distributed the Profit and Loss Budget vs. Actual worksheet for the period January 1 through June 27, 2022. Financially we are on track with only the Special Programs slightly ahead at having used 76% of allotted budget. She reported we have \$6052.15 in checking and \$29,675.02 in savings.

Handicap Entrance:

Peggy met with a mason regarding the brickwork for the new vestibule and received a quote of \$15,500. She will discuss this at her next meeting with the Selectmen to see where we are overall with construction costs. Peggy and Lynn both stated that the proposed side window is important aesthetically and would be an attractive feature in keeping with the library's appearance. The window was potentially going to be cut from the plan as it would be a more expensive custom window. The Trustees will obtain and discuss the cost of a window and decide if it is something we can contribute towards. No date has been set for the construction of the new parking lot, though we had anticipated sometime in early summer.

Librarian's Report: (see attached)

Sue and James organized the annual summer ice cream social and it was well attended (20 to 30 people stopped in.) They received nice compliments on the event and the charm of our historic building from those who stopped in.

James has redone the patron list and we currently have 877 patrons of the SFL, including all 53 children at the Washington Elementary School. As community outreach James and Sue run an annual program that provides all students with a card.

James just placed an order for new books and is working on organizing library inventory on Biblionix. He will continue researching a new printer and have a quote on a reputable brand at our next meeting. It was decided Fax is no longer necessary as it has become passé with current technology and no longer needed.

Book Sale:

The used book sale will be held Saturday, July 2 rain or shine. If rain the sale will take place inside the library, otherwise it will be held on the lawn on the north façade. Approximately 8 tables will be set up including 4 generously loaned from the Washington Fire Department. Heidi provided an update on the volunteer schedule, the organization of books (alphabetized by author) and the new pricing schedule. Pricing will be hardcovers \$2, paperbacks \$1, DVDs \$2, CDs, puzzles and audiobooks \$1. Peggy has organized raffle items and will be selling raffle tickets at the sale for a drawing to take place July 31st.

A date for the next Trustee meeting will be determined at a later time. The meeting was adjourned at 11:00 am.

Respectfully submitted,

Heidi Butcher
Secretary SFL Board of Trustees.

Director's Report
6/28/2022

Ice Cream Social—Kick Off to Summer Reading

- It was a nice night.
- We had about 20-30 folks come in to eat ice cream with us.
- We have about 5 kids signed up for summer reading. I'm hoping that number goes up but we typically have a small gathering of readers in the summer.

Patrons List

- We noticed lately that there were some patrons with the same number.
- Sue and I decided to weed the patrons list, removing people who have either moved or passed away. (Example: there was one woman who had four separate numbers and I don't know why.)
- Unfortunately, we had to reassign certain folks with new numbers, but we now have a freshly updated patrons list with a clear list of open numbers, and not a single

duplicate number. Total, we have 877 card numbers entered in our system and 153 free numbers that had been skipped over/weeded.

Printer/Fax Machine

- Last meeting, we discussed getting a new fax machine because ours makes noise but doesn't actually fax anymore.
- It seems our printer is also on its last life. It screeches when it prints/it constantly disconnects from WIFI and won't go back on without shaking the machine/prints faded with new ink cartridges . . .
- I have found several printer/fax machines that are between \$200-\$400
- The printer/faxes I found are made by **Brother**, which means we'll likely be buying a new one a few years down the road if we get a new machine. Otherwise, we'd be spending twice as much, generally.

Big Book Order

- We did our biggest book order since I started working here. We ordered about 40 new books and 15 new movies/TV shows.

Biblionix

- We weeded our DVD/TV collection for the sale and now I am working on keeping cataloging of all that we have in that room.
- I'm not sure how it works with putting DVDs on Biblionix because they do not have ISBNs, but for now I'm collecting them on Excell.

Back Window Screen?

- We would like to get a screen for the hallway door.
- Peggy—you mentioned getting measurements for this?