

**Shedd Free Library
Board of Trustees Meeting
March 7, 2023**

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

A motion was made to accept the minutes from our last meeting (11/17/22) by Peggy, seconded by Lynn and unanimously approved.

Treasurer's Report:

Lynn submitted the 2022 SFL Financial Report showing total expenses for the year at \$11,504.20. Due to generous donations as well as grants received we ended with a surplus of \$690.80 from our original Town appropriation. The Trustees agreed to return this amount to the Town. Lynn reported that we have \$13,128.07 in checking and \$39,996.09 in savings. It was discovered that while our budget had allowed for e-book expense the state actually waved this fee for public libraries during the pandemic. The safety deposit box at the bank was discussed and it was agreed that sometime this spring we will go to the bank and update the signature authorities. Lastly Lynn announced that her Trustee term is up next year March 2024) and she will not be running again so we will be in need of a new Trustee Treasurer.

Town Meeting:

Peggy as Chair will be presenting on behalf of the Trustees at this year's Town Meeting. She will explain that we are not asking for additional funds for this year and in fact we are asking for \$1,000 less than last fiscal year for our operating budget. Our staff salary increases were based on COLA. She will also ask interested town residents to consider restarting a Library Volunteers group and or Friends of the Library group. We have had both in the past and it was very helpful.

**Nonpublic Session Minutes:
Board of Trustees, Shedd Free Library**

Member Present: Peggy Carney, Chair
Lynn Hendrickson, Treasurer

Heidi Butcher, Secretary
Rudy Galdonik, Alternate
James Bruno, Director

Motion to enter Nonpublic Session made by Peggy, seconded by Lynn.

Specific Statutory Reason cited as the foundation for the nonpublic session:

 X *RSA 91-A:3, II (a) The dismissal, promotion or compensation of any public employee or the investigation of any charges against him, or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll call vote to enter nonpublic session: Peggy Y
Lynn Y
Heidi Y
Rudy Y
James Y

Entered Nonpublic session at 9:40 am

Note: Under RSA 91-A:3, III minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in non public session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to seal these minutes: If so motion made by Peggy, seconded by Heidi because it is determined that divulgence of this information likely would

X Affect adversely the reputation of any person other than a member of this board.

Roll call to seal minutes: Peggy Y
 Lynn Y
 Heidi Y
 Rudy Y
 James Y

Motion: Passed

Motion to leave nonpublic session and return to public session at 9:55 am made by Peggy, seconded by Heidi.

Facilities:

Work on the new entrance and vestibule has progressed and Peggy is working with the mason with finish work expected to be completed in the spring. She will contact the mason to make sure we are in the queue. Heidi purchased the outside light fixture and it will be installed once masonry is completed. James will have additional keys made for the new entrance and we discussed having a locksmith out to standardize all entrances to the same key for simplicity. Peggy will also have our propane provider view the side yard and recommend the best location to install the generator. She will also ask our HVAC provider to install a Nest or similar smart thermostat when our system is serviced in late spring.

Director's Report:

James reported that patronage is up this winter and at this point he will need to order new library cards.

Earlier this season there was a leak in the basement resulting in an inch or so of water. The issue was fixed, the basement is now dry but several boxes of decorations and other small items were damaged and will be thrown out. We have an overabundance of decorations so we will also sort items out. To that end the Trustees will organize a workday soon to clean items out and also begin the sorting process for the annual book sale in July.

The book discussion is going well and a title has already been selected for the next discussion. (The Cuckoo's Calling.)

James discussed the need for a camera in the back room so that from his desk in the front of the building he can see patrons as they enter. Peggy gave him a wifi camera she had and he will set that up and see if it suits the purpose. Also discussed was the desk set up in the office for the Director and Assistant Director. James explained the current set up is a large desk (larger than he needs) and simply a counter and stool for the assistant which is awkward. We will pursue an alternate arrangement, possibly one long worktable to accommodate both.

The alarm system continues to be an issue with false alarms frequently happening late at night. If it continues James will meet with Selectmen and discuss an alternate system. He will also check in with WFD Chief Atkins to see what type of alarms other buildings in town are using and if they are more reliable.

Lastly, Biblionix is progressing, but more slowly due to some staffing issues.

The Board of Trustees will hold a work session on April 25th at 9:00 am to clean the basement and begin sorting books for the sale.

The next Board of Trustees Meeting will be held on May 16th at 9:00 am at the library.

The meeting was adjourned at 10:15 am.

Respectfully submitted,
Heidi Butcher
Secretary