

Shedd Free Library
Board of Trustees Meeting
Thursday, May 21, 2020
10:00 am Library Pergola

The meeting was called to order at 10 am by Chair Peggy Carney. Also present were James Bruno, Sue Toczko, Karen Drew, Becky Dulac and Elaine Kay.

Treasurer's Report: Karen reported that we have \$4,557.02 in the checking account and \$41,247.07 in the savings account. Karen will request our money from the town and also check on the status of our Staples Credit Card.

Old Business:

- **Sidewalk Repairs:** At town meeting, Peggy requested that the Selectmen change the amount set aside for sidewalk repair from \$5000 to \$7690. Request was approved. Deb is sending a check to the company. Sidewalk repair is scheduled for the week of June 8th and is estimated to take a week.
- **Cupola:** The roofing company representative met with Peggy and will have a bid into her by Monday. He will also submit a bid for the other 3 town building cupolas. He will also look at our chimney.
- **Cracked window panes:** We will have Mark Dube look at them for an estimate.
- **Bathroom Upgrade:** Home Depot has the 16 ½" high toilet that we need and Peggy will look for a white sink cabinet there. Peggy made the motion that she would recheck on toilet and sink and purchase both for an amount up to \$500. Karen seconded the motion and all voted in favor. The bathroom may need touch up painting, Elaine will get a paint chip and have it matched.
- **Furnace Cleaning/Filters/Humidifier:** James will contact Hilltop Cleaning and have them come check/clean furnace and also check the humidifier on the furnace. James will check the filters and ask the repairmen about the life expectancy of our furnace. If we need a new one it will be a capital expense.
- **Key Lock Box:** Peggy suggested that we get a small lockbox with code for about \$40. All agreed, Peggy will order one.
- **James-Notary Public:** James still needs one signature to complete which he will get once things reopen.
- **Outside plantings:** Becky will contact Priscilla about the 2 pots on front steps and Susan Voss about the Pergola pots and garden. Wayside Park- Peggy moved that we authorize Joyce Daly to buy flowers for the Park (up to \$500) Karen seconded all approved. It was noted that the lamp post in parking lot has been replaced.

New Business:

- **Librarian's Report:** James noted that we were only open 13 days before the Covid Shut down, the last open day being March 17th. Book Discussions for March and April were cancelled and last time librarians read to WES was February 4th, last birthday book visit February 28th. He and Sue have been

checking on the library and getting mail, the Annual Report was finished and sent in shortly before shut down.

- **Officer Nominations:**
Peggy nominated Becky for Secretary, Karen seconded.
Becky nominated Karen for Treasurer, Peggy seconded.
Karen nominated Peggy for Chair, Becky seconded. The slate was approved.
- **Naomi return to clean:** James will contact Naomi to come in and do one cleaning as it's very dusty. When we reopen, Naomi will follow CDC regs, we will wait to hear.
- **Alternate Trustees:** Elaine will stay on. Peggy will contact Nan and ask her to post positions for Alternate Trustees and Peggy will post on the Washington Facebook. James will post on Library Facebook and contact someone who was previously interested.
- **Dehumidifier on?** James will check and make sure both are on.
- **Land next to the Library:** Our septic system is on this land adjacent to the Library. The owner is not interested in selling at this point but Peggy will approach her in the future as we agreed it would be good to own the land the septic is on and have a buffer. James will check the maintenance schedule for the well and septic.
- **Curbside Pickup:** James will come up with a plan for curbside pickup, send it to Trustees for approval and then to the Selectmen. It was decided that since we don't have an on line catalog patrons would call in with a title, author or genre request. Lists of our new books will be posted at the Post Office, the back of the calendar and on Facebook. James and Sue will start the calendar on June 1st. Curbside pickup will start the week of June 16th assuming the sidewalk is done. Pickup days will be Tuesday, Thursday and Saturday for books ordered the previous open day. Books and materials returned must be wrapped in a bag and placed in the book drop. Books and puzzles once returned will be kept in bags in back for 3-5 days, James will check. Once quarantined they will be wiped down. Everyone needs to look for antiseptic wipes and buy if they find them! Details on pickup to follow.
- **Annual Book Sale:** Postponed until further notice, we will think about ways to sell books.
- **James and Sue's hours:** We will start with 4 hours for each of them 3 times a week; Tuesday, Thursday, Saturday. We will start with these hours and reassess at the next meeting;

Next meeting: Tuesday, June 30th. 9am, Library pergola, weather permitting.

Meeting adjourned at 11:20 am.

Respectfully submitted,

Becky Dulac, Secretary SFL