

**Shedd Free Library
Board of Trustees Meeting
September 12, 2023**

The meeting was called to order at 9:00 am by Chair Peggy Carney. Also present were Heidi Butcher, Sue Toczko, Becky Dulac, Lynn Hendrickson, Donna Stone, and Rudy Galdonik.

Treasurer's Report:

Lynn presented the SFL Profit and Loss vs. Actual for the period January 1 through September 11, 2023. We continue to operate within budget and currently have \$17,640.18 in checking and \$42,068.62 in savings.

Facilities:

Peggy said that the mason will be building the new access ramp but that due to excessive rainfall the timing has hit delays. We are awaiting a specific start date but that will depend on sustained dry weather. We are in need of a carpenter to complete the interior work on the new vestibule and several of the Trustees will reach out to local carpenters to obtain a quote. The electric for the exterior lighting and automatic door will also need to be scheduled.

Peggy and Becky reported that the Town Vision Committee has plans to tear down the old garage adjacent to the library and build a slightly smaller but more aesthetically pleasing "shed" with overhang. This new building will be shared by the library and the members of the community garden.

We discussed having the generator (donated by the town) installed before winter. Peggy will talk to the Selectmen about having the sumac cleared out and the pad and generator set in place. Becky will inquire as to having a trench dug for the electric and propane lines. The Trustees will handle the installation with the propane company and an electrician.

The bushes in front of the library and fruit trees in the back are all in need of trimming, though the timing of each will vary according to the type of tree or bush. The Trustees handle the pruning themselves.

We discussed the need for a comfortable but supportive reading chair for patrons to use. Lynn will pursue this with a furniture store in Concord.

Director's Report:

Donna has been researching a user friendly but more moderately priced integrative online library system patrons could use to search our collection and reserve titles. She has settled on Libib which has all the features of the previously considered Biblionix but at \$7 a month is a more appropriate choice. The Trustees agreed this would be an excellent tool and Donna will pursue scanning titles in and setting it up

to launch sometime in the coming months. She will also start weeding out books that have not been checked out in the last 5 years.

Donna talked to the director of the Miner Memorial Library in Lempster, NH and provided a copy of their collection policy. Our next meeting we will focus on creating an updated policy for the SFL that will help us maintain selections appropriated to our community's needs. To that end Sue is now tracking the number of patrons using the library on any given day and Donna has started a tracking system which tracks patrons by hour and age. She also noted that the library computers are not being utilized so we may want to consider some alternatives such as Chromebooks going forward.

Both Donna and Sue are working on strengthening the ties with the Washington Elementary School with both alternating story hours, a portable lending library for school staff and a community outreach that meets the needs of local children.

With our new entrance in the rear of the building and not in view of the circulation desk, Donna has placed several cameras in strategic locations that that can be monitored on a device at the desk.

Lastly, due to dehumidifiers not being turned on this summer the library basement suffered a mold issue. Donna has been working tirelessly to remediate this and a lot of the donated books, supplies and decorations had to be discarded. There is significantly less clutter in the basement now as well and it was agreed that decorations be kept to a minimum.

The date of the next Board of Trustees Meeting will be on October 12, 2023 at 9:00 am.

The meeting was adjourned at 10:16 am.

Respectfully submitted,
Heidi Butcher
Secretary