

**Shedd Free Library
Board of Trustees Meeting
October 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 through December 2023. We continue to operate within budget and currently have \$16,719.95 in checking and \$42,156.72 in savings. We will prepare the new budget at our next meeting.

Facilities:

It was determined that James Bruno (past Director) still had a key and Peggy contacted him asking for it's return. Upon opening the library this morning a key was found on the circulation desk. Peggy will ask James if this is his key. A discussion was had regarding the need for either new locks or having current doors rekeyed so that they are all the same (the new vestibule door currently uses a different key.) Also discussed was the need for a security camera that shows the new parking lot. Donna will move one of the existing cameras to the side window to see if that solves the issue.

We discussed the need for a new upholstered chair in the main room for patrons, but we will hold off and see what our needs are going forward. Reconsidering our computer area down the line may result in a "reading nook" and at that time we will consider how best to furnish it.

There was a considerable mold issue in the basement and Donna has gone to great lengths to remediate. The selectmen are scheduled to inspect it and we will determine if an outside mold remediation specialist is needed. Also discussed any potential CPI requests for next Town Meeting and whether or not mold remediation expense would be handled that way or as an emergency expenditure.

The two chimneys continue to leak so that will need to be addressed. Donna will also contact Hilltop to have our furnace cleaned and inspected as it is due.

We would like to move forward on the installation of the generator but cannot do so until the town clears out the sumac currently on the new site. When we are ready for the trench Becky said that Noah Chidester would do that.

Tony Ricco will be replacing the roof over the rear section (asphalt shingles.) We are also awaiting two quotes on the interior finish work of the new vestibule. These will be coming from James Daragon and Tim Prentiss.

The mason has poured the new handicap ramp and we will have him install a railing. Lynn pruned the shrubs and we discussed the need (in the late winter) of having the antique fruit trees behind the library pruned.

Librarian's Report:

Donna prepared a very detailed Director's Report (attached) and has been tracking patrons and determined that our two biggest demographic groups are children and people 55 and over. The calendar that Sue has been working on has been well received. Donna has initiated the first Saturday of each month as "Good Deeds Day" with a themed story hour and guest reader. She said that her goal is to offer various activities and clubs on a trial basis and see what works and is popular. She has asked the Trustees to help with a SWOT analysis to determine the strengths and potential needs of the SFL. Also she and Sue will represent the Library at the Trunk or Treat event on the town common. She will also talk with the Selectmen regarding the progress of various facility items.

Donation Policy:

A discussion was held regarding donations from both individuals and outside groups. Donna will talk to other Directors in our area to see how they have approached this. In addition Lynn reached out to the New Hampshire Library Trustee Association for guidance.

Collection Policy:

Using the Miner Memorial Library (Lempster) policy as a template, Donna and Heidi will work on an updated Collection Policy for the SFL. This will then be presented to the Board for review.

The date of the next Board of Trustees meeting will be October 24, 2023 at 9:00 am.

The meeting was adjourned at 11:03 am.

Respectfully submitted,
Heidi Butcher
Secretary

Director's Report

Patron Stats- September

Patrons 0-17	Patrons 18-30	Patrons 31-50	Patrons 51+	Visitors	front room puzzle	computers	printer	New Library Patrons
33	12	11	82	11	10	1 2 wifi	0	10

Visitors: Trustees, Selectman, Visitors to the Town

Events/Programs

- In September we brought back the monthly calendar (October) available in print and digitally on FB. The feedback on the return of the calendar has been very positive.
- We held story hour each Tuesday with children attending each week.
- We started the Early Reader program on Thursday mornings and have had attendees on one occasion. The Fuller Public Library also has a young readers program on Thursday mornings, so we will be shifting to a dual program on Tuesdays with older students working/reading with me and the younger children engaging in an activity with Sue.
- We have started our weekly reading at the elementary school. Each week one of us reads to a class. We are on a rotating schedule K-1, 2-3, 4-5, and preschool.
- In September we had two artists share their work with us and had their paintings and quillwork on display. For the month of October, we have two more artists' work on display.
- We hosted a book club discussion for the book *The Guest List* and will hold another one on October 31st for *A Body in the Library* by Agatha Christie.
- We held our first Good Deeds/Guest Reader event on Saturday 10/8. Lt. Mark Dressel read to the children. The children and other patrons brought in canned goods and nonperishable items. I donated two large pizzas which the children and patrons enjoyed.
- Events that need revision include the homework club on Thursdays and computer lessons on Saturdays both of which have not yet been attended.

Upcoming Events/Programs

- The November Calendar will be completed and distributed by the third week of the month.
- November book club selection: *The Book of Lost Names* by Kristin Harmel- Historical Fiction ***I would still like it if book club members chose the books.
- We will participate in Trunk and Treat, though I am not sure if it will be at the library or on the common. We have candy and used books to give to the children.
- We will be costumes and open the afternoon of Halloween and will have candy and used books for students who stop by the library. We will probably skip Story Hour on that day.

Donations- Thank you cards will go out this week.

- Annie Hannah donated 5 small fall-themed baskets for our fall raffle.
- Paulette Dubois (my aunt) donated approx. \$500 worth of raffle items (blankets, books, stuffed animals) and craft supplies (scissors, craft packages, glue, construction paper, etc.) to the library. We have holiday and seasonal craft supplies to last us until after Easter. She also made 150 chocolate pops-themed; apples, Halloween, and Thanksgiving for us to sell or give away. I donated an additional \$125.00 so she could create additional themed blanket raffle baskets. Currently, all supplies except those we will use in the next couple of weeks are at my house. Once we have an organized manner for storing craft supplies I will bring them to the library.

- We received a \$300 donation from the Telephone Pioneers. I would like to ask the trustees to allow me to use that money for our 62000 · Special Programs budgetary line item.
- We received a book donation from Alan Rom, a summer resident. The book is geared toward tweens and is called You Are Your Own Best Teacher. A review in Amazon: Too often adults (parents, teachers, coaches, etc.) use external motivation techniques (e.g., threats and rewards) to get young people to do things they think are in their best interests. Nader's book takes a different approach. She speaks to young people directly and sparks their internal motivation to learn and grow. Moreover, she helps them discover what they are passionate about in life, and how they can change the world for the better.
Nader's book is very practical. It provides readers with a multitude of examples of Tweens who became powerful social activists, fighting for causes they cared deeply about. "You Are Your Own Best Teacher!" is empowering for both Tweens and the adults in their lives who are looking for subtle ways to help young people develop self-confidence and the internal drive to positively contribute to society.

Budget- Purchases for the month

Date	Items Purchased	Vendor	Amount	Acct. Applied
9/6/23	Replacement book- Ouch!	Amazon	4.95	61010 · Books Purchases
9/11/23	Stamps	USPS	13.20	65020 · Postage, Mailing Service
9/11/23	Rice Krispie Treats- Story Hour	Shaws	4.04	62000 · Special Programs
9/11/23	Totes for books	Job Lot	33.96	**This should come from the \$50 donation by Robert Shedd for this purpose.
9/16/23	Magazine Subscriptions Outside, Time, Birds & Blooms Animal Tales Chirp National Geo for Kids	Discount Magazines	118.70	61070 · Subscriptions, Magazines
9/17/23	Monthly fee (Sept)	Libib	6.75	61080 · Biblionix Card Catalog (Now Libib)

9/18/23	Keys for Trustees- back doors Lightbulb for front light	Edmunds Hardware	27.99	65040 · Office Supplies
9/20/23	Pretzels- Story Hour	Amazon	7.59	62000 · Special Programs
9/20/23	Seed Envelopes	Amazon	6.99	62000 · Special Programs
9/22/23	Vacplus Moisture Absorber Packets, Fragrance Free(15 Pack), Humidity Packs	Amazon	12.59	**This should come from the \$50 donation by Robert Shedd for this purpose.
9/28/23	New Library Cards	Premier Printing	39.67	65040 · Office Supplies
9/28/23	Cleaning Supplies	Amazon	60.25	65510 · Cleaning Supplies
9/28/23	Construction Paper	Amazon	2.99	62000 · Special Programs
9/28/23	Goldfish snacks	Amazon	18.54	62000 · Special Programs
9/28/23	Craft Supplies Snacks Paper goods	Amazon	105.96	62000 · Special Programs
10/5/23	Paper Towels	Shaws	9.99	65580 · Misc Building Expenses
10/7/23	Monthly fee (Sept)	Libib	6.75	61080 · Biblionix Card Catalog (Now Libib)

Facility

- Lori has started our fall cleaning. She has been working on windows and will move to walls and fans this week. She asked for additional cleaning supplies which I ordered for her (see above)
- I have discovered mold on the ceiling of the new basement. It may be prudent to have a professional look into eradicating the mold down there.

- I cleaned out the kitchen (see emailed pictures) and would very much like for it to stay 'the kitchen'. Right now we still have birthday books and the soon-to-be-distributed free used books for Halloween.
- We have created a 'craft room' in the side hallway. Craft materials have been separated and labeled.
- I will need more plastic totes for weeded books. I have processed 450 weeded books and have placed them alphabetically into totes. Each tote includes a dri-agent hanger to keep moisture out of the totes and the books. I have about 500 books, DVDs, and audio/cd books to process. Processing includes; taking them off the shelf, scanning them into LIBIB in the category 'unshelved', which will eventually be our online book sale, and then storing them in alphabetical order in the totes.

Card Catalog

- I spoke with state library personnel and was told that there has not been an update to our state card catalog in seven years. Could this possibly be true? No new books have been added and no old books deleted from our catalog in seven years? I do know that we have over a hundred books that have been pulled from our shelves, not to be weeded but to be correctly prepared for shelved (cards, stamps etc.). This is a time-consuming task when faced with doing so many at one time but a rather simple task if it had been done promptly when books were purchased or donated.
- We currently have over 3000 books uploaded into LIBIB. This week I will be working on Juvenile Fiction and all those books mentioned in the last item. Next, I will work on DVDs since my sister and aunt have weeded and alphabetized them and finally, Sue and I will work on the children's books, which will be a daunting task.
- Shelves in all areas will need to be labeled.

Topics of Discussion This Meeting:

- SWOT Analysis (see the next page)
- Budget Expenditures and shifting of funds from one line item to another

Topics for Future Meetings:

- Collection- Donation policies-
- Review, update, and adhere to a procedure and protocol document

Respectfully Submitted By,

Donna Stone
Shedd Free Library
Director

To prepare for our SWOT analysis please look at the questions listed below for each section of SWOT. Answer the questions on the blank table and bring it with you to the meeting.

<h2 style="text-align: center;">Strengths</h2> <p>What do our patrons love about our library? What does our library do well? What are our library's most positive attributes? What are our library's unique offerings? What resources do we have at our disposal?</p>	<h2 style="text-align: center;">Weaknesses</h2> <p>What do your patrons dislike about the library? What problems or complaints are often mentioned in our negative reviews? Why do your patrons stop using the library? What could we do better? What are your most negative brand attributes? What resources do other libraries have that we do not have?</p>
<h2 style="text-align: center;">Opportunities</h2> <p>How can we improve our patron support processes? What kind of messaging resonates with our patrons? How can we further engage our most vocal patrons (positive/negative)? Are we allocating resources effectively? Is there a budget, tools, or other resources that we're not leveraging to full capacity? Which advertising venues (FB, Calendar) exceeded our expectations – and why? What else can we do to share our events/programs with others?</p>	<h2 style="text-align: center;">Threats</h2> <p>What practices are currently in place that negatively impact the services we provide? What are the obstacles we face that impact how we meet our library's mission? Do we understand who our patrons are and what they want?</p>