

Shedd Free Library
Board of Trustees Meeting
Tuesday, July 28, 2020
9:00 am

The meeting was called to order at 9:00 am by chair Peggy Carney. Also present were Karen Drew, James Bruno, Sue Toczko, Elaine Kay, Heidi Butcher and Becky Dulac.

Treasurer's Report:

- Karen reported that she had received and deposited the town appropriation funds and as of 7/24 we have \$8000.13 in Checking and \$6,350.51 in Savings. \$4,695.00 of town funds was deposited in Checking and \$5,000 in Savings.
- Elaine handed out the SFL Profit and Loss Budget vs. Actual sheet. The sheet demonstrated that because of Covid shut down we are under budget in our expenditures especially in the Library Media line.

Alternate Trustee Candidate:

- We were pleased to meet Heidi Butcher, a town resident residing on Island Pond who is interested in becoming an Alternate Trustee. Heidi has been a Washington summer resident for years and has recently moved to Washington full time.

Bathroom Upgrade/Paint?

- The new toilet and sink have been installed and there is a little wall paint touch up to be done. Peggy has matched the color and will touch up the wall using a Home Depot paint sample pot.

Book Sale-Second one?:

- Peggy thanked Elaine for organizing our book sale on July 4th weekend which made \$460. We all felt it was a success for such a quickly organized project.
- There was some discussion as to whether or not we should do another one later in the summer or fall. It was decided that unless there is another town event drawing people in on that day it would not be reasonable to have one.
- Heidi will check with Jean Kluk to see if the Artisan group is planning a late summer or fall event.
- When we do have another book sale we will need to recruit younger people to help move boxes of books.
- Elaine will contact the company that took leftover books after last summer's sale to check out the possibility of getting rid of our recent leftovers.

Cupola/Shingles

- Peggy has not been able to get a hold of Paul, the original roofer we contacted. She has noticed Vallaincourt ads on TV so she will give him a call. Se will also call Mark Dube to see about replacing the fallen shingles and also to check out the entryway leak.

Park:

- Carolyn Russell has been away, Peggy will check with her when she gets back about the Library's responsibility for mulch.

Key Box:

- Peggy reported that the key box has been ordered and when it arrives her husband will put it up.

Online Catalogue: following in Librarian's report

Librarian's Report:

- James said he's been looking into Biblionix with Apollo software for our online catalog. He will try it out entering several books, the cost is based on number of books. Fuller Library in Hillsboro uses this program.
- Summer reading program enrollment is low, James will start a new website to try and bring in more kids.
- Capital Well: James said Capital Well had come for the annual cleaning and had told him that in the future we'll need to replace the filter. James will check with them to see what they mean by filter.
- Baker and Taylor order: James just put in a big book order.
- Library hours: Reopening was discussed as some libraries have started to reopen. It was decided that things are going well with curbside pickup and still too many risks involved with having patrons choosing books in the library. We discussed the possibility of opening up computer time by appointment with use of masks and hand sanitizers as well as appropriate cleaning before and after computer use. James will run it by the Selectmen before we do anything.
- James will check with Balthazars to see if they will sponsor gift certificates to summer readers. The summer reading program typically ends the last week before school starts.
- New Phone: James reported that the old phones fade out and have a lot of static and requested buying new phones. Heidi said replacing the batteries of them is almost as expensive as a new phone and V-Tech is a good brand for new phones. James will look into it.
- James has organized Elementary, Middle and High School books in different sections; put old Juvenile nonfiction books in new section, stated a "classic" fiction section and a "geography" section. There is a new "local authors" section on the center table.
- Ayer and Goss vs. Ciardelli: James said he has done some research on this and that it makes sense to stay with Ayer and Goss. James will check and see the size of furnace filter so Peggy can order one on line.

Naomi's Replacement:

- Naomi is leaving immediately and Bella is interested in the position. All were in favor of hiring Bella, who has been a library volunteer for several years. James will contact her and Peggy will get a list of custodian duties and talk to her about salary.

Other Business:

- Elaine will get a new sign to put up for curbside pickup.

- Peggy will get 2 quotes for masonry work around the building which will need to be a Capital Expense request of town. She will also ask Mark Dube to look at the Cornice over entryway and the cracked windows.

Next meeting: tentatively set for August 18th, 9:00 am if we decide to have a booksale.

Meeting adjourned: 10:20 am

Respectfully submitted

Becky Dulac, Secretary SFL