

Shedd Free Library

Board of Trustees Meeting

Thursday, September 3, 2020

9:00 am, Library Pergola

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

Minutes Approval: Peggy moved to approve the minutes posted from the last meeting, July 28, 2020, Karen seconded and all approved.

Treasurer Report: As of September 2nd - amount in Checking is \$6,247.41; Savings \$46,354.28.

Safety paint for stairs: The yellow safety stripe has been done by the Town Public Works and all agree that it looks good.

Progress on online catalogue: James reported on Biblion x and handed out a sheet describing Base Services and Optional Services.

- James likes this program best, he said it is the most advanced program and it is used by many local libraries including Hillsboro.
- The cost is \$800 per year with a one time sign up fee of \$1,200.
- Elaine asked how the data gets in, James replied that he has started putting info in – Author and Title.
- Peggy suggested scanning bar codes which will work for new books. James will check on the bar codes, will watch the tutorial and then we'll make a decision at the next Trustee meeting whether this is the best way to move forward.

Naomi's Supplies: Trustees decided that the best way to handle this is to have Naomi give James a list of supplies which he will order and put on his library debit card. James will call John Wilcox to schedule cleaning of the carpets. James will also check hallway floor to see how wet it gets after rain. He will get a galvanized bucket to hold salt for winter.

Librarian's Report: see attached

- James made an appointment with Hilltop to clean the furnace.

Reopening possibilities: After some discussion Trustees decided to put reopening decision on hold to discuss at the next meeting.

Repair Updates:

- Peggy invited the Selectmen to come look at the mortar repairs that need to be done and then she met with a contractor who has not yet sent her a quote. She will pursue this project.

- She reported that Mark Dube will fix the shingles, replace the glass window panes and cut the branch off the tree overhanging the roof. (Peggy told us that he's scheduled about 5 or 6 weeks out)
- Peggy called NH Preservation Alliance for ideas for cupola repair, she was given Steve Bedard's name (he has restored the cupolas on several barns in NH) . Peggy requested to have him come look at it and give an estimate, Trustees were in favor of having her do this.
- Generator from town: Peggy received an email from Deb at town hall saying that the Selectmen would like to give us a generator but we would need to pay for the electrical and propane hookup. Peggy will find out the age of generator and life expectancy and inquire what it would cost to hook up. We will discuss at next meeting.

Maintenance Schedule: Peggy passed out the Maintenance Spread Sheet to review:

- James will call Henniker septic to see when our tank was last pumped. He was reminded that our septic system is on our neighbor's land so he will need to get permission from neighbor to pump the tank when the time comes.
- Landscaping: It was noted that the shrubs Noah planted 2 years ago are getting quite tall, Becky will talk to Noah to discuss pruning.
- Peggy has the new lockbox at her house, James will email a code to her and she will install the box.

Trustee Calendar:

- Evaluation of staff: James will evaluate Sue and Naomi, Trustees will evaluate James using the form redone last year.
- Budget: will be done at next meeting so we will need to know unexpected expenses by then as well as government guidelines for COLA.
- Trustee Bylaws were updated last year, Policy and Procedure Manual needs to be expanded and updated- James will review. We need an electronic copy as well as hard copy.
- Birthday Books: Librarians will contact the school to see how to proceed, there have been no birthday books since March.

Next Meeting: Friday, October 16th ,2020

Meeting Adjourned: 10:44 am

Respectfully submitted,

Becky Dulac, Secretary SFL

SHEDD FREE LIBRARY REPORT

September 3rd , 2020

Census Report

August

Tuesday

August 4th: 11

August 11th: 6

August 18th: 12

August 25th: 11

September 1st: 6

Thursday

August 6th: 12

August 13th: 11

August 20th: 10

August 27th: 13

Saturday

August 8th: 7

August 15th: 13

August 22nd: 11

August 29th: 6

Topics of Discussion



Ordered a new phone



Naomi is back to work

- I will purchase her supplies online



Compiled all my Amazon receipts



Selectmen and computer use/reserve a time slot



Called heating company + Clean carpets—still waiting to hear back



Biblionix and Apollo

- Sent our info/received info packet, now just waiting for demo and pricing



More people have been taking out books



The amount of late returns have increased

- Writing letters to families with late books/email notices



Van deliveries have begun—and might be stopping?



ILL returning soon? Everything still seems to be up in the air



Book sale books are gone



Books in basement will be more organized



New “academic section”



New passes from Friends coming soon



Still waiting on Baker and Taylor order



* In the meantime, I bought new movies + replaced some of the older gross books