

**Shedd Free Library
Board of Trustees Meeting
Friday, October 16, 2020
9:00 am Camp Morgan Lodge**

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

Treasurer's Report:

- As of the end of September we have \$6,026.43 in checking and \$46,356.18 in Savings.

Peggy and Elaine's Meeting with the Selectmen: the following library maintenance issues were discussed:

- Peggy reported that she gave the Selectmen a heads up on the possibility of down the line needing to replace our furnace.
- Painting the cupola, we are waiting to hear if the fellow painting the old school house spire would be interested in doing our cupola, no contact yet.
- The estimate for repairs for our chimney and mortar is \$11,270. A contract was provided to the Selectmen and signed with work to begin March/April.

Update on other Library Repairs:

- Peggy said Noah will look at doing a temporary repair on the mortar area over the front door- a stop gap measure until work can be done in March/April.
- Window repair: James said that Mark Dube has taken a pane to a glass specialist to match, he will call Mark to see if he has replaced the roof shingles that blew off the roof.

Librarian's Report:

- Custodian: our custodian has quit, James will ask who cleans the town hall, check out the possibility of using the same person.
- Debit card hacked: James will get a credit card in his name, use it for library expenses and be reimbursed.
- Reopening Library: James has done extensive research on this and has come up with a reopening plan approved by the Selectmen and the Trustees. Trustees agreed that the library will reopen Tuesday, November 3rd following the list of precautions that James has presented.
- Catalog System: James has researched various catalog systems and has found Biblionix to be the best option. He and Sue met with a representative, uploaded 2 books and reviewed the program and cost. The initial, one time fee would be \$1200, with an annual fee of \$800. Additional equipment costs for scanner and a receipt printer would be around \$200. Discussion followed, then Karen made the motion that we go ahead and purchase the Biblionex Catalog System for an amount not to exceed \$2,500. Peggy seconded and all were in favor.
- Baker and Taylor order status: James inquired and found out that our order had been placed in quarantine. That was resolved and order has started

coming in. Discussion followed on whether we should stay with Baker and Taylor or go to Amazon on another source of books. James will look into other options.

- Birthday books have been finished from last March to present, James will drop off at the school next week.
- James asked if he and Sue could decorate the front steps and hand out treats to trick or treaters on Saturday. Trustees agreed it was a good idea if treats are packaged and handed out.

Trust Fund Interest: Peggy will check to see if we can access the principal on either fund.

Budget for 2021:

- We discussed our 2020 operating budget vs. actual to date.
- Discussion followed on maintenance issues that could/should be addressed now. Decision was made to wait on replacing the front and back hall carpets until mortar work was done in the front and a rain diverter in the back.
- James reported that there are computer problems with the computers in the office (buttons that don't work or are slow). It was decided that they will be taken to ESSCOR in Claremont for cleaning etc. We will go forward after that to see if they need replacing.
- After reviewing the 2021 budget line by line it was decided that we would go to the town with a flat budget, Elaine will do the print out and we will vote on it at our next meeting.

**Nonpublic Session Minutes:
Board of Trustees, Shedd Free Library**

Member Present: Peggy Carney, Chair
Karen Drew, Treasurer
Becky Dulac, Secretary

Motion to enter Nonpublic Session made by Becky seconded by Peggy

Specific Statutory Reason cited as the foundation for the nonpublic session:

 X RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

Roll Call Vote to enter nonpublic session:	Peggy	Y
	Karen	Y
	Becky	Y

Entered nonpublic session at 11:15am

Note: *Under RSA 91-A:3, III Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to seal these minutes: no motion made, minutes not sealed

Motion made to leave nonpublic session and return to public session by Peggy, seconded by Karen.

Motion: Passed

Public Session reconvened at 11:30 a.m.

**Nonpublic Session Minutes
Board of Trustees, Shedd Free Library**

Members present: Peggy Carney, Chair
Becky Dulac, Secretary
Karen Drew, Treasurer

Motion to enter Nonpublic Session made by Karen, seconded by Becky

Specific Statutory Reason cited as the foundation for the nonpublic session:

 X RSA 91-A:3, II (a) *The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll Call Vote to enter nonpublic session:	Peggy Carney	Y
	Karen Drew	Y
	Becky Dulac	Y

Entered nonpublic session at 11:45 a.m.

Note: *Under RSA 91 –A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by*

*recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members the aforesaid circumstances no longer apply.*

Motion made to seal these minutes? If so, motion made by Karen, seconded by Becky, because it is determined that divulgence of this information likely would...

 X Affect adversely the reputation of any person other than a member of this board

Roll Call Vote to seal minutes:	Peggy Carney	Y
	Karen Drew	Y
	Becky Dulac	Y

Motion: PASSED

Motion to leave nonpublic session and return to public session by Becky seconded by Peggy.

Motion: PASSED

Public session reconvened at 12:00 p.m.

Next meeting : Wednesday, November 4th, 12:00 p.m. Library

Meeting adjourned 12:05 p.m.

Respectfully submitted,
Becky Dulac, Secretary SFL

SHEDD FREE LIBRARY AGENDA

Friday, October 16th, 2020

Census Report

September

Tuesday

9/8: **8**

9/15: **7**

9/22: **3**

9/29: **6**

Thursday

9/10: **3**

9/17: **8**

9/24: **7**

Saturday

9/5: **12**

9/12: **13**

9/19: **7**

9/26: **5**

October

10/1: **3**

10/6: **9**

10/13: **6**

10/3: **2**

10/10: **10**

10/15: **7**

Library Report



Naomi quit—again



Card was hacked



New Amazon account/prime membership



Opening the library plan

- Contacted Selectmen



Catalog System



Carpet Cleaning Possibility: Clean Team NH out of Grantham, NH



Henniker Septic:

- (Last serviced 2014)
- Map of Septic



Hilltop Heating (Furnace)

- Friday, November 20th from 12-2



\$300 for KBA grant?



Baker and Taylor Order Status



Baker and Taylor or Amazon?

- Amazon is cheaper and quicker and has “old” books



Birthday Books Status

- Currant book stickers



Trick or Treat/Decorating the front stoop? (Saturday)