

**Shedd Free Library
Board of Trustees Meeting
Tuesday, December 15, 2020
9:00 am, upstairs of Town Hall**

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

Treasurer's Report:

- Karen reported that we have \$2,845.71 in checking and \$46,360.04 in Savings.
- Trust interest: the trust made over \$6,000 this year and the check is in the mail.

Treasurer's Position:

- Karen's term is up in March. Peggy will check with a person who has a business background to see if she would be interested in the position and we will go from there.

Grant:

- Peggy has applied for a grant to help defray the \$11,000 cost of repointing the brick. No response at this point.

Librarian's Report: attached

- Furnace: James reported that the furnace has been cleaned and he was told that it had a good life expectancy. Filters should be changed every 2 or 3 months. Peggy will keep an eye on Home Depot and buy when on sale. James will check to see if there is a carbon monoxide detector, if not, Peggy will buy one.
- Biblionix: Elaine suggested having Biblionix publicized before Town Meeting so patrons can access it.
- Christmas Eve: Trustees agreed that it should be a day off with pay since it is a day which we would be open.
- Credit Card for James: James will work on that.
- Books for Church Christmas baskets, usually done by Friends, books have been ordered.
- Drip over front door, still waiting for it to be looked at, due to be fixed in spring when bricks are repointed.

Library to remain open?

- Discussion followed, James feels everything is going well, everyone wearing masks and it is never crowded. If town says we need to close we will approach them with doing curbside pickup since there is no contact involved.

Land Pledge Drive- Our Pledge:

- Peggy made the motion that the Trustees pledge \$25,000 from our Savings Account to go toward purchase of the piece of land for sale adjacent to the library. Karen seconded and all voted in favor.

- Peggy had spoken with Jean Kluk about ways to approach a pledge drive for the land. Jean had many helpful suggestions among them was to do a mailing to town residents and tax payers to include a letter from the Trustees of the Library requesting a pledge. Karen is drafting a letter and will send to the Trustees for perusal. The letter will include pictures of the library as it is tucked into a small area surrounded by the adjacent lot.
- Trustees agreed that we (Library) should raise half of the \$125,000 needed to buy the land since the land will benefit equally the town and library. Half of the total amount is \$62,500. After a pledge of \$25,000 from our savings that leaves us an additional \$37,500 to raise.

Other:

- Cupola: Peggy reported that she has no news on Painting the cupola.
- Further meetings will be conducted by Zoom, Peggy will set up a practice Zoom for 9:00 am, January 5th.

Karen moved we adjourn, Peggy seconded. Meeting adjourned at 10:02 am.

Respectfully submitted,
Becky Dulac, Secretary SFL

**SHEDD FREE LIBRARY
LIBRARIAN'S REPORT
December 15th, 2020
*Census Report
(November 5th-December 12th)***

November

Tuesday

11/10: 7
11/17: 8
11/24: 9

Thursday

11/5: 4
11/12: 11
11/19: 7
11/26: Thanksgiving

Saturday

11/7: 5
11/14: 8
11/21: 8
11/28: 3

December

12/1: 7	12/3: 9	12/5:
3		
12/8: 6	12/10: 7	12/12: 5

Library Report

Open to the public!

- So far so good
- Not a single issue
- Everyone wears masks/is practicing social distancing
- We have had no complaints so far

Hilltop Heating

- Hilltop Heating inspected our furnace
- We do not need to get it inspected for another 2 years
- Peggy bought a couple of filters
- I forget—after how many months do I switch out the filter?
- Adding an extender to the outside heating vent—they still will not get back to me about it

Custodian

- After several interviews, we selected Kris Dube as our next custodian and she is doing an amazing job!
- The library hasn't been this clean in months. Kris even lifted the big metal heating grate on her first day and vacuumed it clean. (This hasn't been done since before I started; I actually didn't think the grate could be lifted.)
- Kris sends me a text any time she has a question, which is awesome. (Naomi had our numbers blocked in her phone so that she could only reach me on Facebook when/if I ever went online, which was typically days after she'd ask me a question.

Biblionix

- I have been working on the catalog
- I have entered over 600 titles, which is about half the Fiction books in the "adult" section
- I have frequent phone call meetings with Holly Gordon who is our go-to person for all things Biblionix. So far everything is going smoothly.

ILL Requests

- Interlibrary loans have been steady
- The system kept shutting Sue out but after a long call with David Harris from the State Library, he talked me through fixing the issue and we're back in business

The elementary school?

- It appears the elementary school has been shut down until February

- SAU 34 shut down WES after many HD faculty tested positive for Covid-19
- Birthday books have been suspended for now
- Reading and Birthday books have been suspended until further notice

Christmas Eve?

- Are we working this day?
 - We did not work Christmas Eve last year, but I don't know if that is what we do every year
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- *I will be taking a day off work Saturday, December 26th to see my sister*