

**Shedd Free Library
Board of Director's Meeting
Friday, October 18, 2019
10:00 am**

The meeting was called to order at 10:10 by Chairman Elaine Kay who was participating by phone. Also present were Peggy Carney, Al Bruno, Karen Drew, Jo Ellen Wright and Becky Dulac.

Treasurer's Report: Karen reported no change since our last meeting.

Correspondence: None

Librarian's Report:

- Policy Manual: Jo Ellen reported that it is almost complete, once completed it will need to be downloaded onto Jo Ellen and Karen's computers.
- Emergency Plan: None at this point, the Joint Loss Committee is planning on meeting in November and will deal with it.
- Employee Evaluations: Done, Jo Ellen will meet with employees and give the evaluations to Becky or Elaine.
- New ILL Program: Jo Ellen is still working on it, waiting for another class and will resubmit the forms necessary and keep copies.
- Park Light: fell during Thursday storm, Jo Ellen contacted Eddie T. and Town took care of it.

Unfinished Business:

- Walkway-2 quotes between \$7000- \$6000. Needs to be a warrant article approved at Town Meeting, Elaine has filled out the paper work for Capital Improvement Warrant article.
- Cupola: Still waiting for Kevin Butler to do the work as quoted. Karen will ask Deb who is doing the painting on Town Hall, since they have a lift they may be a good choice for us to paint the Cupola, if Kevin doesn't show up this year. Slate roof will be a different story.
- Final review/Approval Trustee Bylaws
- Final review/Approval Library Director Job Description
- Final Review/Approval SFL Policy Manual

Karen moved that we approve the above 3 documents, Elaine seconded and all 3 were approved.

- Update Library Director Search Committee: Peggy reported that she has sent an email to all applicants, 7 out of the 10 applicants replied that they are still interested. Peggy will set up interviews with 2 people interviewing at a time. Peggy, Al, Becky and Karen are on the interview committee. We will narrow it down to 2 applicants to bring back for a second interview. Sue will be in on the call back interviews. The goal is to have all initial interviews conducted by the 12th of November. Elaine asked Jo Ellen if she could stay until January 15th if need be. Jo Ellen said yes but not much beyond that date. Peggy will contact Nan when we want the ad taken down.
- Maintenance spread sheet: Becky will contact Noah when he returns from his honeymoon about covering the shrubs and putting pergola furniture into the basement. Carpet was not cleaned this spring, it was decided to wait until next spring to do it. Jo Ellen will call John Wilcox again, if he doesn't respond we will look elsewhere. We need a rain diverter before replacing the carpet in the back hallway.

New Business:

- Budget: Peggy, Becky, Elaine and Al had a budget workshop earlier in the month. Elaine will redo the spreadsheet to include #'s we talked about including a handyman's salary. She has names from Deb of possible handymen to take Bob's place. We will add \$ to maintenance for this addition. We need to add money (\$245) to cover the cost of a program to do the cards for card catalog. Jo Ellen has been doing them at her home and the library computer does not have a program to do this. If we hire someone without library experience we will need to cover the cost of library course. Money will also be put in to replace the carpet in hallway and for a higher toilet and handicap bar in the bathroom. Elaine will get the Budget out.

Other Business:

- Alternate Trustees: Cynthia has had to resign due to new obligations, Al will ask Kris Dube is she is interested.
- The original copies of updated By Laws and Policy Manual will go into the safety deposit box with the Employee Evaluations.

Next Meeting: Tuesday, November 12, 2019- 5:00 Library
Meeting adjourned 11:00 am

Respectfully submitted,
Becky Dulac, Secretary SFL