

Shedd Free Library
Board of Director's Meeting
Thursday, April 21, 2016

The meeting was called to order at 5:07 by Chairman Pat Liotta. In attendance were Jo Ellen Wright, Al Bruno, Brenda Gilliland, Colleen Whitney, Sue Toczko and Becky Dulac.

Comments from the Public: Jo Ellen reported that people coming in the library expressed positive comments about the library. Becky reported that a man had stepped up at town meeting to say how much he enjoyed the Library and felt it was an integral part of the town.

Secretary's Report: accepted as printed and posted

Treasurer's Report:

- Colleen passed out the treasurer's report and reported that the budget is up to date and the checkbook balanced.
- There was a discrepancy in the Baker and Taylor bill which she cleared up
- Al asked about the audit, Colleen said it went well after she provided the extra information they required.
- The amount we spend on oil was discussed with the conclusion that we should contact Brian Wheeler to evaluate the system and see if there may be a more efficient system we should consider as part of a long range plan.
- Pat requested that Colleen email a copy of the Treasurer's report to the Trustees a week before each Trustee's meeting.

Correspondence: none

Librarian's Report:

- Summer Book Sale was discussed. Jo Ellen doesn't mind organizing but doesn't want to be in charge. Brenda and Pat will spearhead the sale. On the Saturday of the sale, Becky and Paul will come at 7:00 am with a truck to pick up the tent at Rescue and help set up tables. Brenda and Bob will be there to set up tables and will set up the surveyor tape the day before. Jo Ellen and Sue will come as volunteers to help during the sale, Al and Pat will be there during the sale and Becky will come after the MLA meeting. Everyone was reminded to save small plastic bags. Jo Ellen will call Staples and have them make a banner for the Book Sale, one without dates so it can be used in the future.
- Jo Ellen presented a bid that Kate Shearin had given her to do our bookcases and shelves using the Graves donation money. The two small display bookcases for the back room would be \$150 each and the two bookshelves for the DVD collection would be \$1800. They would be made out of oak to match the existing shelves and the DVD ones would have a backing so the DVD's won't fall into the abyss as they have been doing. The similar display case that we have was built for \$600 years ago. The Trustees approved this bid and Kate (a juried artist with the NH League of Craftsmen) will do the bookshelves as well as doing a cut-out at Sue's work station for her knees. We will have plaques made in memory of Jim Graves for the bookshelves.

Becky will contact Laura Manchester (Jim's daughter) and tell her of our plans.

- Jo Ellen presented a list of ways that Sue has been an asset to the library and requested a raise for Sue. In view of Sue's contributions and willingness to work more than her 16 hours a week, the Trustees approved a \$1.00 raise.
- Next meeting: Jo Ellen requested that we go back to meeting on Tuesdays as Thursday is a busy day especially in the summer. We decided our next meeting would be Tuesday, June 21st.
- Long range plans: Jo Ellen requested that our long range plans should include insulation, especially for the office which is very cold in the winter and hot in the summer. It was agreed that insulation would be difficult given the aged construction of the library, alternatives discussed were; window quilts, insulating the attic, small heater in office area, putting the doors back on in the entry way and putting up a temporary winter entry way outside.

Unfinished Business:

- Pat noted the need to develop a way to keep track of donations and acknowledgement of donation gifts. It was decided that we would keep it as simple as a donation notebook where the donator's name, address, amount, date of donation and date of acknowledgement would be recorded. Becky will get a notebook and periodically check it.
- Erate Issue: Becky reported that she is having difficulty completing the Erate grant forms and requested assistance. Brenda is willing to help; Becky will email her information from USAC on extensions.
- Pergola-stain-plantings, Becky and Pat will help Bill stain, Pat will check with local garden stores/nurseries for plant donations.
- Selectmen concerns-payroll: Pat asked Jo Ellen for history of her getting more hours a week than the hours she is working at the library. Jo Ellen responded that the Trustees in the mid 90's approved the extra hours (13 hours with 7 hours of float time) so she could complete the work she needed to get done. Pat agreed that this is the way it should be but that we need to justify how this "back office staffing" is important. Colleen said we need to show the Selectmen that we are moving forward with new technology and this takes time; i.e. administration of EBooks on loan, interlibrary loan, accessibility for the public of computers, printers etc.
- Septic System-map: Pat has requested a map from Bob Bachand, no response so Al will see him on the 22nd and request the map.
- Paint repair in library: Jo Ellen will take a chip from the wall in to match as there is no remaining paint can.

New Business

- Fund Raising Issue – on hold
- SFL staff- Trustees- Alternates
Pat's term – 2017, Colleen's term-2018, Becky's term-2019, Brenda and Al are alternates.

Meeting adjourned at 7:30, next meeting Tuesday, June 21st, 5:00