

Shedd Free Library
Board of Director's Meeting
Tuesday, August 9, 2016

The meeting was called to order at 5:03 by Chairman Pat Liotta. In attendance were Brenda Gilliland, Jo Ellen Wright, Colleen Whitney, Sue Tozco, Al Bruno and Becky Dulac.

Comments from the Public: Jo Ellen reported that several people had made positive comments on the coolness of the library. The librarians also reported that some summer residents were happy to be able to get books quickly and not to be put on a long waiting list. It was noted that people were using the pergola for wifi and also the tree seat in the shade as well as the parking lot and park across the street at night.

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 checkbook balanced.

Correspondence: none

Librarian's Report:

- Jo Ellen showed us the book *Roses are Red* by James Michael Bruno (Al's son) We discussed having a book signing featuring James Bruno and Brendan Corrigan, another town resident who has also published a book. We discussed having the signing at the Christmas Fair. Brenda volunteered to be in charge of this affair.
- Bookshelves: The Graves Memorial bookshelves made by Katie Shearin were completed and are in the library. We all agree the quality was inferior – they were not made out of birch plywood and the finish is rough. It was decided that Jo Ellen would give Katie the option of redoing them and if she couldn't/wouldn't we would go to the state prison to see if they could give us a better product. Later in the meeting we decided that we needed to improve the entryway to the library including the granite steps and a new screen door. Becky suggested using the Graves memorial donations for this project rather than the bookshelves. She will contact the Graves family to see if this is a project they would be interested in funding. So in the meantime the bookshelves are on hold.
- Pat asked Jo Ellen in the future to write a contract being specific about projects that needed to be done.
- No decision yet on the CD, DVD shelves, Katie had mentioned to Jo Ellen that she was not interested in doing them.
- Lawn – Jo Ellen mentioned that the lawn needs weed- whacking. Jo Ellen will talk to Steve Hanssen to see if the weeds in between the stones could be weed-whacked.
- Repairs: Jo Ellen reported several repairs that need to be done – front steps need to be repointed, a few panes of broken glass in front rooms and a new screen for the front door. Jo Ellen said that Bob W. would fix the panes and

she will ask Katie Shearin to fix the door. We discussed the granite steps and Jo Ellen will ask Swenson's in Concord and Phil Barker and Noah Chidester for an estimate to reset steps if possible and if not for new granite steps. Pat will ask Lynn Hendrickson about the patio granite. It was decided that the steps entry to the library would be the Project for this Year. That decided we also discussed the problems with the current screen door and the possibility of replacing that with a more fitting to the period (vintage) screen door. At this point Becky suggested that this might be a suitable project for the Graves memorial fund. As noted before, she will check with the Graves to see if they like the idea.

- Jo Ellen reminded us that we have the old bricks that were taken off the building during the new addition. We discussed selling them as a fundraiser and thought we might need to check with the Historical Society first, Brenda volunteered to do that as she is a member.

Unfinished Business:

- It was decided that we need a policy on acknowledging and keeping track of gifts to the library. Jo Ellen has been acknowledging gifts with a thank you note but in the future she will keep a record of gifts in a notebook delineating the amount given, the donor, donor address and date and a check if acknowledged. The amount of the gift does not have to be divulged to the family as many donation amounts are meant to be anonymous. Any gifts to the library over \$100 will be documented in the notebook. The secretary will be responsible for checking the notebook periodically.
- Pergola, Pat will contact Bill about a time when she and Becky and he can put the second coat of stain on the pergola. We will do the plantings in the early spring possibly using Sally Jenkins money.
- Septic System: Pat will try to get a hold of Bob Bachand to get map of septic
- Fund Raising for 2016: Book signing at the Christmas fair and selling of old bricks for \$20.
- SFL Staff- Brenda and Al both agree to be Alternate Trustees for the next year
- Revise and Update Procedures Manual- It is Pat's goal this year to revise and update and consolidate our SFL manuals and guidelines. We will individually look at them and make suggested changes.
- Calendar for the year: Pat suggested that we make a Library Calendar for the year putting in all the deadline dates for the town, grant writing etc. Al volunteered to help Becky with the E-Rate grant. Pat has the software to create a calendar and took down dates that need to be added. As we think of things that should be on it we will let Pat know.
- Computers: Bob Neville and Walter Ahrens will write letters to the State to request funding for new computers.

New Business: Becky reported that the MLA anniversary pictorial book of cottages around Millen Pond will come out this weekend. The library purchased one for \$54.16.

Next Meeting date: Thursday, September 22nd, 2016 at 5:00pm

Meeting adjourned at 7:00pm

Respectfully submitted,
Becky Dulac, Secretary, SFL