

**Shedd Free Library
Board of Director's Meeting
Thursday, September 22, 2016**

The meeting was called to order at 5:10 by Chairman Pat Liotta. In attendance were Jo Ellen Wright, Al Bruno and Becky Dulac.

Comments from the Public: none

Secretary's Report: accepted as printed and posted

Treasurer's Report: Treasurer, Colleen Whitney absent but had emailed monthly income and expenses 7/1/16-9/21/16.

Correspondence: none

Librarian's Report: on file with minutes at Town Hall

- **Summer Wednesdays:** There was some discussion as to whether or not we should only be open Memorial Day to Labor Day on Wednesdays. Brenda had noted that the attendance was very low on Wednesdays after Labor Day only one or two patrons a day. However, Jo Ellen noted that the last two Wednesdays had been busy again. So we decided to finish out the month as is and evaluate later. Jo Ellen requested a new book sale sign to announce that the book sale will be the first Saturday in July. It was decided that we will address this in the spring.
- **Winter Meeting:** Jo Ellen requested that we have a meeting in the winter, perhaps February, saying that 4 months was too long a time to go between meetings. We decided we could have a February meeting and have Pat attend by phone or Facetime. After this discussion Pat requested that everyone in attendance at our meeting attend the Town Meeting in March stating that the Library should be represented at Town Meeting. Al said he was told upon becoming a Trustee that the Treasurer should be at the meeting as someone should be present to answer questions.
- **Raises:** Jo Ellen requested raises for the staff. No decision was made at this point.
- **NELA Conference:** Jo Ellen wanted our thoughts on the possibility that she and Sue attend the NELA Conference in Danvers, Ma. A one day registration is \$85 a piece, 2 day \$110 plus hotel of \$169 plus mileage – after discussion of these costs we decided registration for one day would be best. Jo Ellen will look at the 2 day agenda and decide which day would be the most useful.

Unfinished Business:

- **Memorial Bookshelves:** Bookshelves intended to be the Graves Memorial shelves were completed but not of a quality that we felt could be a good use of the memorial funds. Katie (woodworker) took them back, smoothed the finish, added decorative detail and gave us an invoice for \$300. We decided we would pay the bill but Pat requested that in the future we get a written estimate before going ahead with an order.
- **Graves Donation:** Becky reported that the screen/storm doors that are the new Graves Memorial project were ordered September 9th with a delivery date of 4 to 6 weeks. They are Vintage style wooden doors with easily

removable panels for summer and winter and vintage style hardware with a lever handle. Becky will check with Laura Graves on wording/dates for the plaque and also call the Saymore Company (Trophy and Plaque Company) to inquire as to what will hold up best in the weather.

- **Pergola/stain/plantings/maintenance:** Pat and Becky stained the top of the pergola last week and Bill Cole finished the sides. Pat and Becky met with Noah to see if he could help us with the problem of the granite steps in front entrance. Noah seemed confident that he could fix them so they would be safer and more attractive. He will give Pat 3 quotes:
 1. To only repair the steps for this winter, replacing the mortar.
 2. For a permanent solution in the spring- use all existing granite steps but remove them, build a proper support, reset and mortar them.
 3. Or, also a permanent solution in the spring- replace the top step with a wider one so there is more space to stand when opening the door, remove lower steps, build a proper support and reset existing steps and mortar them, lengthening the existing railing to adjust to the new step.

Noah will also reset stones in the patio where the stones are heaving, and pull the weeds for \$25 an hour. He will also help us with the plantings around the pergola in the spring.

- **Bricks – Fundraiser:** Brenda checked with the Historical Society about letting us sell the old Library bricks for a fundraiser, they said they are ours to do with as we wish. Pat will do some research on how we can best use them as a fundraiser.
- **Written Policy for Accepting and Recording Gifts:** The Trustees will write a policy to cover this and put it in our policy manual. Becky gave Jo Ellen a notebook in which to write donor, gift amount, date of receipt, date of acknowledgement (thank you note) and address of donor – if donor is anonymous that should be noted as well.
- **Manuals – Updating – Changes:** The Trustees will be meeting to discuss these changes.
- **Calendar of events:** Pat will continue to work on this, as the year progresses we will have a year of events in the calendar.
- **New Computers:** we are committed to the Front Entrance this year, as the estimates come in to fix the front steps we will re-evaluate. We need a financial report of what we have in savings and how long it took to build to that amount – ie. What do we realize every year from the Sally Jenkins Trust. It was suggested that Carolyn Russell or Lynn Hendrickson might have that information. In the meantime we will research new computers. Becky will check with Staples to see what kind of prices we could get from them for 3 computer boxes only, we can use the existing monitors and keyboards. Jo Ellen will check with HP and Pat with Granite State.

Next Meeting date: October 27, 2016 at 5:00 pm.

Respectfully submitted,
Becky Dulac, Secretary