

Shedd Free Library
Board of Director's Meeting
Thursday, April 27, 2017

The meeting was called to order at 6:08 PM by Elaine Kay. Also present were: Colleen Whitney, Pat Liotta, Al Bruno, Sue Toczko, and Brenda Gilliland

One town resident, Karen Drew also attended. She has expressed interest in becoming a Trustee. Both Jo Ellen and Becky are out of town for this meeting.

Comments from the Public: none

Secretary's Report: posted

Treasurer's Report: Town meeting approved Fiscal 2017 budget obtained. FYE 2016 and current 2017 bookkeeping report provided by the treasurer. We will contact Arlene France for an update on Library Trust Funds.

Correspondence: none

Librarian's Report: Jo Ellen was not present at the meeting. The report provided by Jo Ellen was read and discussed.

Unfinished Business:

- Bill Cole: The weather and Bill's health has delayed completion of the installation of the storm doors on the library front entrance. He has begun the preparation and installation should be finished soon.
- Front Steps: Noah has been in contact. He is updating his estimate for repair/ rebuilding the front steps and will have an estimate for the next meeting.
- Summer Book Sale: Trustees will coordinate the details with Jo Ellen at our next meeting.

New Business:

- Brenda indicated she could no longer be an alternate Trustee since she is now an employee of the library.
- Al agreed to serve as alternate for the coming year. Elaine moved that we recommend the appointment of Al Bruno as an alternate Trustee for one year, Colleen seconded and all voted Aye. Elaine to contact the selectmen for their consideration and approval.
- Pat Liotta was asked to serve as a second alternate Trustee for the coming year. Colleen moved that we recommend the appointment of Pat Liotta as an alternate Trustee for one year, Elaine seconded and all voted Aye. Elaine to contact the selectmen for their consideration and approval.

- Colleen moved that we elect Elaine Kay as Chairman of the Trustees for the coming year. (Becky remains Secretary and Colleen Treasurer), Al seconded and all voted Aye.
- Treasurer resignation: Colleen Whitney submitted her resignation as a Trustee and Treasurer effective 5/11/17. After discussion and review of Karen Drew's interest and resume, Elaine moved that we recommend the appointment of Karen Drew as a Trustee to complete the Library Trustee term ending 2018, Colleen seconded and all voted Aye. Elaine to contact the selectmen for their consideration and approval. The position of Treasurer is critical so prompt action by the selectmen is needed.
- Due to the treasurer position becoming vacant May 11, Colleen, Al, Elaine and hopefully with approval of Karen we will meet to transfer financial / bookkeeping records before 5-11-17.
- Sue and Brenda noted that the fence along both sides of the library building is in poor condition. This needs to be reviewed and discussed at the next meeting.
- List of Key holders, Emergency contacts, and other contact changes need to be revised. Elaine will work on this once Jo Ellen returns.
- It was reported that Ed Thayer and the town department is now responsible for landscape maintenance of the library grounds

Next Meeting Date: Thursday, June 15, 2017

Meeting adjourned at 7:45 PM

Respectfully submitted,
Elaine Kay, Chairman