

Shedd Free Library
Board of Director's Meeting
Thursday, June 15, 2017

The meeting was called to order at 6:00 by Chairman Elaine Kay. Also present were: Al Bruno, Karen Drew, Jo Ellen Wright, Sue Toczko and Becky Dulac.

Comments from the Public: Jo Ellen reported that she has had many positive comments on the new screen doors. She also reported that most of the Friends are not happy that the Library will be closed on Wednesdays.

Secretary's Report: posted

Treasurer's Report:

- 2016 Financial Audit complete – Elaine reported that thanks to Al the 2016 audit is complete.
- 2017 Budget vs Actual – Karen reported that as of the May 18, 2017 bank statement we have \$6,502. 00 in the checking account. That amount is now about \$3,000 since paying bills. Our savings account as of May 18 was \$18,898. Karen just deposited the town appropriation of \$4,847.50 bringing the savings balance up to \$23,745.50.
- Discussion ensued on options to reduce 3rd/4th quarter salary expenses. It seems the town is now charging the Library budget for all payroll taxes, effectively reducing the salary budget by about 14%. This was not known at the time our 2017 budget request was made.
- One option discussed would be to use volunteers and Trustees (Becky) to help cover the times. Elaine suggested we need some type of confidentiality statement for volunteers to sign. Jo Ellen thought she could find one.
- Librarians will try to change the reading time at Camp Morgan to Tuesday or Thursday and only one of them will go to read.
- It was decided that we need to keep track of how many people come into the library daily and also note computer use.
- Using Washington high school kids earning community service as volunteers was discussed. If she has a chance, Jo Ellen will contact HS Guidance Counselor for more information.
- Librarians not working Saturdays and using volunteers was discussed. Becky said Saturdays would not work for her on a regular basis but she could do occasionally – once a month.
- Ending the discussion, Elaine said we need to reduce hours worked by approximately 8 hours a week in order to stay within the budget and instructed Jo Ellen to determine how that could be done. We'll reevaluate at the next meeting how this is working.

Correspondence: none

Librarian's Report:

- Jo Ellen reported that the “Summer Reading Program” performance at the school was magical, attended by 50 students and staff people.
- Elaine asked about birthday books, Jo Ellen reported that they go to everyone in the building, approximately 5 or 6 books a month.
- Discussion on the new doors: the push bar had been installed on the lower half of the door, there is a need for one on the top as well so Becky will order another push bar and ask Bill to install. Bill is still storing glass inserts at his house and would like to move them to the library. We will find room in the basement but feel that they should be in a box for safety. Becky will contact Bill on this.
- It was noted that the interior side door latch is not working correctly

Jo Ellen reported that they had a good Friends meeting last week. A new suggestion was to have a Donation Box at the July 1st sale for people who want to donate but don't want cookies. The librarians have chosen an appropriate book box for this.

- The Friends will purchase a new flag in memory of Betty Tapley.
- Plaques: It was discussed whether we should get one plaque for all donations or individual plaques for each donation. Since some donations are significantly greater than others, it needs some thought. Jo Ellen will check to see what other libraries do.
- Jo Ellen asked about the rocks around the Pergola and plantings. Becky said that the Trustees were told by Lynn Hendrickson years ago the Eddie Thayer would spread the rocks out but, as far as she knows, no one has made that request. Jo Ellen said she will call Eddie. Plants will need containers and that is not in our budget right now. Asking the Friends to make planters a donation was discussed but nothing decided. Elaine also noted that anything planted now would need daily watering. It was suggested that perhaps the volunteer who waters the garden across the street could also water the Pergola plants.

Unfinished Business:

- Elaine reported that Security Cameras have been installed
- Future Artist Displays: Jo Ellen reported that Kathy Connors is booked for a watercolor exhibit in July/August. Elaine reminded us that exhibitors need to sign a form saying they are responsible for their work.
- New Timesheets are being used. Karen or another Trustee if she is not available, will pick up the timesheets the last Friday before payroll week. Jo Ellen will give Karen the Friday pick up dates and Karen will remind her to do so.
- Front Steps: Noah did grout the steps in the fall. Elaine received an estimate from Noah to replace the granite steps, materials and labor came to \$3,423. It was decided to wait for the new budget to do this.
- Summer Book Sale: Jo Ellen has prepared a Work Schedule for the day including; set up, sale time and cleanup. All jobs have been covered, with 3 volunteers in the tent for the entire sale time. At the end of the sale, Jo Ellen and Sue will sort the books into piles to go to various places other than the Mall.

New Business:

- Updates needed on Town Website Library Page: some updates have been made but others still needed. Becky will contact Deb at town office to have this done.
- Discussion of options to reduce 3rd /4th qtr. Expenses: see above, discussed under Treasurer's Report.
- Student Community Service: discussed above in Treasurer's Report.
- Incoming water at side door, Elaine has discussed with Bob, will further look into it.
- 2018 Budget Planning: Elaine asked each of us to create a list of things that need to be done in the way of building maintenance, ie. Fence, painting etc. We need to evaluate the list by the end of September to give ourselves time to get quotes.

Next Meeting Date: Tuesday, July 25, 4:30 Library

Meeting adjourned at 8:02 pm

Respectfully Submitted,
Becky Dulac, Secretary
Shedd Free Library