

Shedd Free Library
Board of Director's Meeting
Tuesday, October 10, 2017

Meeting called to order at 4:30 pm by Chairman Elaine Kay. Also present were Jo Ellen Wright, Karen Drew, Al Bruno, Sue Toczko and Becky Dulac. Elaine introduced Mike Grunwald who attended the meeting as a guest. Mike has been a town resident for a little over a year and has had experience as a library trustee.

Acceptance of Gift:

- Elaine read an attorney's letter informing the Library Trustees that the Shedd Free Library was the recipient of a nonrestricted \$10,000 gift from the deceased Natalie Jurson.
- RSA rules state that any gift over \$5000 requires a public meeting to accept.
- Elaine had advertised our meeting in a local paper.
- After a brief discussion we decided we do not want to use this gift for ordinary operating expenses.
- Elaine moved that we accept the money and put it in our savings account. Karen seconded, motion passed.

Comments from the Public: Jo Ellen reported that more people have said they like the new doors than not.

Secretary's Report: accepted as posted. Reports will only be posted on line until the Town Office is back in the Town Hall.

Treasurer's Report: Karen reported that we currently have a balance of \$4,900.00 in Checking and \$18,902.50 in Savings and that we have been maintaining a good level in the savings account – last year at this time we had \$18,895. in Savings.

Librarian's Report:

- Jo Ellen will continue to take daily attendance. Attendance has dropped off some since the summer.
- Bret Kellerman has come in to service the computers, and would not accept payment. We would like to continue to use his tech support. Pat suggested that at the end of the year we give him a gift certificate.
- Jo Ellen reported that the downloadable book service bill for this year is \$480. She reported that we have 34 users and 825 books downloaded, usage has gone up every year.

Unfinished Business:

- **Status of New Doors:** finished, Becky had a thank you note for Bill Cole which she asked the Trustees to sign.
- **Updates needed on Town Website Library page,** Becky reported names are current but some information is dated and needs to come off. She will

check and delete old information and from now on will new information will just be posted on Facebook. Brenda will add Al as an alternate site administrator, so both can update Facebook as needed.

- **Student Community Service:** no student volunteers yet. Once we have them designated tasks would be data entry and filing books.
- **Confidentiality statement for Employees and Volunteers:** Jo Ellen presented a form that she found being used by other libraries, Karen will merge what is on Jo Ellen's form with another form that we have.
- **Donation Plaques:** Elaine had found 2 possible people to do the plaques. There will be one center plaque with a quote about the importance of libraries, we are still researching quotes- several were presented at meeting. Center plaque will be surrounded by plaques for donations, all the same size and bearing the person's name, donation and date.
- **Incoming water at side door:** we are hoping that a rain diverter will solve this problem. Jo Ellen will check with Bob to see if we should put the diverter in now and take out before winter just as an experiment to see if it works. In the meantime the carpet will need to be cleaned every few weeks. Naomi is able to do that.
- **Accounting Program/Computer for treasurer:** Elaine reported that it is increasingly difficult to keep track of income/expenses and library documents as well as to transfer information using personal computers. Karen reported that we can get a Dell computer and software through Tech Soup for under \$500. This computer will have Microsoft Office and Quickbooks. A big advantage and improvement will be that this computer will be used to store all library documents (old docs will be scanned), documents will be backed up on Cloud and everything will be on one computer to pass on as Trustees change over the years. Elaine made the motion to order a computer not to exceed \$500, Pat added – the sooner the better. Becky seconded, motion passed, Karen will order.
- **Outside stairs:** Elaine reported that the edge of the steps have been painted white (Elaine and husband Gordon had painted them) they look very good.
- **Memorandum of Understanding:** Elaine reported that two weeks ago the Trustees had attended the Selectman's meeting to present them with a Memorandum of Understanding. They took it under consideration and Elaine went back to the Selectman's meeting last week. The Selectmen agreed that the Library is a town building and as such Trustees are responsible for the inside and the town for the outside. The Selectmen said that the library will be responsible for payroll social security and medicare. Deb will get back to us on Workmen's Comp but that amount will be minimal. The Budget is due the end of November, we will set up a time to go in and meet with the Selectmen during the day. The town will release our appropriated funds to us on June 30th and December 30th.

New Business:

- **2018 Budget Review and Discussion-** Elaine reported that she had met with Jo Ellen to discuss how to control remaining 2017 expenses and catch up on data entry. Discussion included; no conferences, cut back on media expenditure (spend max of \$500), and work smarter. Elaine would like one librarian to service customers and the other to focus on data entry. The library has 600 books to enter into the state library system and others to be deleted. Jo Ellen is to contact Brenda to set up a training session to train Jo Ellen and other volunteers to do this. Hopefully much of this can be done by year end. Going forward Elaine requested Jo Ellen schedule one person to open, and the other librarian come in 2-3 hours later in the day. This would allow two to be on duty when it is dark out and for closing. If the staff wants two people on early in the day then we need to find a volunteer for that time. We cannot add hours to the salary budget for 2018.
- Other issues discussed; computer support is needed – plan to budget \$300 for Brett to clean things up on computers and help us if there are computer issues. Computer supplies- down this year, back room printer uses about 1 cartridge a month. Pat asked if we could keep track of cartridge usage. Friends have contributed \$850 this year but their group is dwindling so this amount is not assured in the future.
- **Painting Trim and Fence:** Becky will get 3 quotes to have outside trim and fence painted.

Next meeting: Tuesday, December 5, 2017 4:30 Library
Meeting adjourned 6:15 pm

Respectfully submitted
Becky Dulac, Secretary
Shedd Free Library