

Shedd Free Library
Board of Director's Meeting
Tuesday, December 5, 2017

Meeting called to order at 4:32 by Chairman Elaine Kay. Also present were Sue Tozko, Jo Ellen Wright, Becky Dulac, Karen Drew, Pat Liotta and Mike Grunwald.

Secretary's Report: accepted as posted.

Treasurer's Report: Karen reported that we have \$28,904.34 in Savings Account and \$3,723.63 in Checking Account. Karen also reported that she has requested the 2nd portion of our appropriated funds from the town and also our portion from the Trust Fund. Elaine reported that she had asked Arline France if there were any restrictions on what the trust fund could be used for, Arline responded, none that she knows of within the trust funds. Elaine will check with the State to see if there are any restrictions in the RSA's.

Correspondence: Jo Ellen reported that the only correspondence has been notes coming in with donations for Charlotte Graves.

Librarian's Report:

- Jo Ellen reported that attendance has been good, statistics show that it hasn't dropped off that much since summer.
- She also reported that 1 computer is not working, Brett Kellerman has been in once to service computers. The Trustees voted to have Jo Ellen purchase a \$50 Amazon gift card for Brett as he refuses to be paid for his service.
- We have 2 new student volunteers and the neighbor next to the library has expressed an interest in volunteering but does not have computer skills. Jo Ellen will supervise her help in other areas.
- This initiated a discussion of finding a volunteer with computer skills who could help data entry for the State. Mike Grunwald stated that he has the skills and is willing to help, if someone could teach him the library data entry system. Jo Ellen will ask Brenda to help him get started in January.
- Jo Ellen asked for an explanation of reduced library hours, the explanation was given that we really need to make better use of the librarian's time in the hours we have- perhaps a way to accommodate this would be to have a separate work area where one librarian could work without being disturbed.
- Jo Ellen reported that we have received over \$1900 so far in memory of Charlotte Graves, \$375 of that is earmarked to buy children's books.

Unfinished Business:

- **Confidentiality Statement for Employees and Volunteers:** Karen reported that she had the confidentiality statement the town used, Elaine said that doesn't include what we need. Karen will continue to explore this checking with other towns.

- **Donation Plaques:** Karen has been looking into verbiage for the central plaque and has come up with the idea of Word Clouds. This idea would incorporate the feelings of the patrons as they would be requested to put 3 words that describe what they feel about the library in a jar. These words would then be analyzed to come up with common words to be put on the plaque. Karen will work on this to start in May and go through June and July to get our summer patrons involved.
- **Facebook:** Elaine is concerned that our Facebook page is not being updated. Brenda and Al are no longer able to do it. Several possibilities were discussed; Jo Ellen will ask Brett to update Facebook, Jo Ellen will ask Brenda if she will show Jo Ellen how to do it, Jo Ellen will ask a high school student who comes in if she would be interested.
- **2018 Budget:** Elaine handed out a 2018 budget sheet she had prepared. She explained that we are OK at this point in Salary, and somewhat over in Electricity and Telephone, which we have budgeted more for next year. With this in mind and including COLA +2%, SS, Medicare, WC, we have asked for the same amount of funding going forward that we asked for last year.
- **Paint Quotes:** Becky reported that she has received 2 Quotes for painting the library trim and fence: 1 for \$3,600 and a 2nd for \$4,500. She will forward these quotes to Elaine.

New Business:

- **Alarm:** Elaine reported that the alarm was beeping everyday for 3 weeks, the alarm repairman came to the library to check. It was discovered that the alarm is calling out to dispatch but dispatch is not recognizing the call. The problem still needs to be resolved but it is not at our end.
- **Annual Report:** Jo Ellen had emailed Trustees her annual report for suggestions and changes. Elaine has worked on it and has given it back to Jo Ellen to finish.
- **2018 Goals:**
 - *Catching up with backlog of card catalog (Jo Ellen reported she has done) and entry into state library system (Mike has volunteered to do this)
 - *Expanding usage of E books/Downloadable books: Jo Ellen was instructed to come up with a plan to advertise E books and let people know that we have them. One idea was to do a presentation at Senior luncheon.
- **Other Business:**
 - **Contracts:** Librarian and Assistant Librarian contracts were updated. It was decided that Sue will cover 2 Saturdays, Jo Ellen 1, and a volunteer, possibly Brenda 1. Karen will keep track of Jo Ellen and Sue's vacation and sick/personal days. Jo Ellen will redo Sue and Naomi's contracts.
 - **Substitute Librarian:** We have no budget for substitute librarian. Brenda can't volunteer and be paid as a substitute so we will not write a contract now for substitute librarian but will have one ready on the computer if needed for an emergency. Karen made the motion and

Elaine seconded, that Elaine could issue a substitute librarian contract if needed.

- **Sue asked about benefits:** Trustees replied that part time employees do not get benefits however we will look into other libraries to see what is done.

Next Meeting: Thursday, February 8, 2018, 5:30 pm library

Meeting adjourned: 6:15pm

**Respectfully submitted,
Becky Dulac, Secretary
Shedd Free Library**