

Shedd Free Library
Board of Director's Meeting
Tuesday, July 25, 2017

The meeting was called to order at 4:30 PM by Chairman Elaine Kay. Also present were Pat Liotta, Jo Ellen Wright, Karen Drew, Al Bruno, Sue Toczko and Becky Dulac.

Comments from the Public: Jo Ellen reported that there continue to be many positive comments on the new screen doors.

Secretary's Report: Accepted as posted

Treasurer's Report:

- Karen reported that as of July 2nd we have a balance of \$2,613.65 in checking account and \$ 23,747.49 in savings account. Today she moved \$4,847. 50 from the Town for operating expenses to our checking account.
- Karen also reported that she is still trying to get on line access for banking from Lake Sunapee Bank.

Correspondence: None

Librarian's Report: attached

- Jo Ellen corrected her report to say that we made \$550.32 on the Book Sale.
- Donation Plaques: Jo Ellen will look at what other libraries are doing so we can decide whether to do individual plaques or one plaque for all donations. If we do one plaque we talked about listing the memorial people's names and the item purchased with donations next to the name
- Confidentiality form: Jo Ellen is still researching this. Pat will give her a contact name at the State. Elaine said it is important that Trustees and Staff sign the confidentiality form as well as volunteers. Becky will get the new, signed Employee Personnel Policy in the Safety Deposit Box and make copies for Trustees and Staff.

Unfinished Business:

- Summer Book Sale: all volunteers showed up, next year we need more tables- the library has 2 we can use, Becky made a schematic plan of set up and will make a copy for Jo Ellen, next year the thrift shop in Newport should be contacted before sale to see if they would like some books.
- Town Website Page: Personnel updates have been corrected but body of text is outdated. It was suggested that we take out the text and just put a facebook link on the site. Brenda has been our facebook input person, when able she will look at it.
- Student Community Service: Elaine gave Jo Ellen a contact in the Hillsboro High School office: Patti Kalendar, 464-1130.
- Incoming water at side door: The problem was discussed and Elaine suggested that a rain diverter on the roof might solve the problem. Since we

have a slate roof we need a “slate guy” to do the work. Jo Ellen will give Elaine the name of someone who has helped in the past.

- Status of new doors: Becky reported that Vintage Doors honored our request to replace the warped door; however, we did need to pay for the shipping at \$185. Bill has agreed to finish the new door and hang it without charging us. The door has been shipped/received and Bill has one coat on now and will do the next one as soon as this dries. Two push bars have been added to protect the screens. Bill has also built a structure in the basement to protect the storm and screen inserts while being stored. It was suggested that, once the door is hung, we send a thank you note to Bill for his cooperation on this project.
- Pergola: Pat said she has a large climbing hydrangea from which slips could be taken to plant around the pergola. Becky had checked with Noah on possible plants and costs for plants, labor and pots- a rough estimate of \$500 or less was given. Becky will ask Noah to take a look at what Pat has and tell us if it would do for the entire pergola.

New Business:

- Accounting Program/computer for treasurer-Karen: Right now we are functioning on Quicken on Elaine’s computer. We are in the process of trying to get a computer/program through Tech Soup. Karen could use this for accounting and it could be handed on to the next Treasurer.
- Time Sheets: still a problem, need to be more accurate. Karen and Jo Ellen will address the form and then call each other to remind (each other) of pick up time.
- Budget Planning: Elaine has requested that we each make a list of Building Maintenance/Improvement issues coming up. Becky will check with the Town Planning Board to see if it needs to approve any major maintenance projects. Our goal is to compile a list of projects with estimated costs before Town Meeting.

Other Business:

- **New Chairman’s access to Safety Deposit Box:**
Karen made the motion to remove Pat Liotta’s name from Lake Sunapee Bank’s Safety Deposit Box form and to add new Chairman, Elaine Kay’s name. Becky seconded the motion and it passed.
- Jo Ellen requested that we get Sue a comfortable chair to use in her work area. Trustees agreed and Sue will look at Houston’s Outlet in Jaffrey among other places.
- Al suggested that we should pursue fiber optic hookup especially if it is free. Elaine and Jo Ellen will look into this.

Next meeting dates set: Thursday, August 17, 6:30 and Thursday, Sept. 28, 6:30.

Meeting adjourned at 6:34

Respectfully submitted,
Becky Dulac, Secretary
Shedd Free Library

