

Shedd Free Library  
Board of Director's Meeting  
Thursday, May 25, 2017

The meeting was called to order at 6:03 by Chairman Elaine Kay. Also present were: Al Bruno, Karen Drew, Sue Toczko and Becky Dulac. Jo Ellen attended the meeting via phone call.

Elaine introduced Karen Drew, our new Trustee and Treasurer.

Comments from the Public: none

Secretary's Report: posted

Treasurer's Report:

- Karen reported that she had just received the bank statement from Lake Sunapee Bank and the current balance in checking account is \$6,502.58 And the savings account balance is \$18,898.59
- Karen also brought up the discrepancy in the books for 2016 and said we need to address the Auditor's questions.
- It was decided that Al will look at the 2016 records, checking each entry to see if he can reconcile results with the Auditor's figures.
- If he is unable to then Elaine, Karen and Al will meet with the Auditor to figure it out.
- Elaine reported that there is a problem with the old accounting system, as it is no longer available. She and Karen are looking at Quicken (cheapest program at \$45) if it works we will get a copy for Karen's Mac. Quick Books is a second option at \$150. Elaine hopes to have this resolved by our next meeting on June 15.
- Elaine reported good news, the interest on the Sarah Shedd Trust Fund this past year was \$4,244. 59. The amount in the Trust Fund is \$224,480.80.
- The 2016 second half year payment requested of the town was never given to us so we have been living on the interest from the Trust Fund.
- Jo Ellen asked if we have received our money from the town this spring. Karen said no and she will request half of our annual amount which is \$4,847.50.
- It was decided that Karen would pick up the bills from the library a couple of times a month to avoid overdue bill payments.

Correspondence: None

Unfinished Business:

- Elaine reported that the new Treasurer, Karen, and Alternate Trustees, Al and Pat were approved by Selectmen on May 4<sup>th</sup>. Alternate's term is one year from the date they were approved.

- Becky reported on the Screen/Storm Doors: Bill Cole has installed the doors after staining and finishing them and storing them in his home over the winter due to inclement weather and his illness. They look very attractive; however there is a slight problem with the inside door knob – the space is too tight with the heavy inside door to turn the knob comfortably. Bill notched out the permanent side screen door to make it easier to handle. However, it is still awkward. Bill is going to look for a lever handle similar to what is on the outside to replace the knob handle. We are also concerned about damaging the screen as patrons leave with an armful of books. Becky ordered a push bar to protect the screen at its vulnerable point. Bill will install that and stain the area he notched out. There have been comments from the public regarding the color of the doors, questioning why they are not white to match the heavy library doors. Becky responded that the goal is to strip the main doors to their natural wood finish thus bringing the entry back to its original look.
- Front Steps: Noah will get an estimate to us by our June meeting, however; we are putting that project on hold for the time being.
- Summer Book Sale: Becky will help Jo Ellen where necessary. More on this at June meeting.
- Brenda has completed an updated list of contacts.

#### New Business:

- Plans to deal with recent thefts: Elaine reported that she has put new locks on supply closet, bathroom and file cabinets and suggested that file cabinets remain locked unless someone needs to get something. Elaine met with the town police officer and he suggested putting in surveillance cameras. It was decided to let people know that we are taking this action and Elaine asked Jo Ellen to come up with a statement to let the public know. The next display has been cancelled and we won't have a new one until we have the surveillance system set up.
- 2017 Budget Year to Date: Elaine said we need to respond to the overage in salary last year and raised the question- what can we do to cut back? It was decided that we would not open the library on Wednesdays due to Budget Restraints. Brenda and Sue will put this in the June Calendar and post it on Face Book as well as generating a sign for the front door. We also discussed what else requires time in the summer. Sue reported that Reading at Camp Morgan has not been an efficient use of their time as they often have to wait for kids to get settled and parents to leave. She is going to look at a different day( in the past it has been done on Wednesdays) and a different time. Elaine would like us to be able to track other services the library provides beyond straight library time. Reading at the school is only one example. We have a list that Jo Ellen generated last year. Elaine/Karen will develop a new timesheet form to help track this activity.

- Elaine would like us to generate a list of major expenses, annual contracts, services etc. such as water filter service, carpet cleaning, downloading service from the State.
- Time Sheet Updates: time sheets were discussed- they need to be picked up once a month (Friday) by a Trustee and taken to Debby at the Town Hall. Al asked if we would consider electronic timesheets. It was decided that they would be a good idea if compatible with library computers. We will investigate.

Next Meeting: June 15, 2017

Meeting adjourned at 7:10

Respectfully submitted  
Becky Dulac, Secretary