

Shedd Free Library
Board of Director's Meeting
Thursday, August 9, 2018

Meeting was called to order at 5:30 by Chairman Elaine Kay, also present were Karen Drew, Sue Tozko, Jo Ellen Wright, Al Bruno and Becky Dulac.

Secretary's Report: accepted as posted

Treasurer's Report: Karen reported that we have \$6,474.44 in our checking account and \$33,965.94 in our savings account. Bills are up to date.

Correspondence: None

Librarian's Report:

- Census: Jo Ellen provided a list of attendance for the months of May, June and July. From her list the following was extrapolated:
Months of May and June: Tuesday average # of patrons: 23.9/day
Thursday average # of patrons: 22.4 /day
Wednesday (June only) 10.7/day
Saturday 15.9/day
Month of July: Tuesday: 40.7; Thursday: 39.5, Wednesday:21
Saturday: 34.35 (this includes our book fairs Saturday with attendance of 69)
- Book Sale: Jo Ellen reported that 69 people attended the book sale at the library this year. Elaine reported that we made \$626 on sale of books and the Friends made \$220 on the cookie sale. Discussion followed on the advantages and success of having it at the library.
- Facebook: Jo Ellen reported that our new Facebook page was installed by Betty Parys. Elaine has not been able to find it. Following discussion it was determined that 2 old sites need to be eliminated. Al will assist Brenda in taking down the old sites.
- Lightening Arrester: Jo Ellen requested one after hearing about the library in Hopkinton getting hit by lightening. It was said that we need to discuss this with the Selectmen as we are a town building.
- New Alarm: Jo Ellen reported that the alarm system company is still not responding. One of the Selectmen (Jed) came to the library to examine the problem, called Capital Alarm and finally got them to give him directions which he typed up for the library. At this point Library personnel and the Selectmen are unhappy with the lack of response from Capital Alarm.
- Computer Chairs: Jo Ellen reported that they don't stay up. Al said they are probably stripped. It was decided they may need to be put in the budget for next year.

- Jo Ellen reported that her Printmaster program stopped working, she would like a new one. It was agreed that we need to look for the best program moving forward as Printmaster may not work on Windows 10.
- Books wet in Book Drop: Snowblower and bad storms are causing books to get wet in the Book Drop. We will examine this problem to come up with a solution. We also need to look at the reason why the inner door seems to be locking itself.

Unfinished Business:

- Mail Delivery: We are getting mail delivered to the Library.
- Maintenance Spreadsheet: Elaine distributed a Maintenance Spread Sheet and a SFL Trustee Calendar. She requested that everyone review and make any additions for the next meeting.
- Exterior Painting: Becky reported that Bob Woodruff has said he would get to the library the last week of August. She has spoken with Bill Cole and he has agreed to get the fence repaired by that time.
- Charlotte Graves Donations: In 2017 donations had come to \$2150, another \$815 received in 2018. After purchasing Old Mother West books and landscaping the front of the library we have about \$700 left in the account. Noah completed the landscape work in the front in June and the shrubs and front flowers are doing well. The pergola plantings are struggling, Becky will meet with Sue Voss for further pergola suggestions.
- Rain Diverter: Seems to be working as floor is dry after major storms, we will see what happens this winter.
- Donation Plaques: Karen reported that we are still collecting comments. We don't have enough yet. She suggested that we put a reminder/request for more in the September calendar.
- Bookmarks: Elaine requested that we send a thank you note to Spectrum Marketing, Becky will send the note. Jo Ellen reported that the bookmarks have been very popular.

New Business:

- Insurance valuation for library contents: Elaine reported that the Selectmen inquired if we have any insurance valuation of library contents. Jo Ellen said she thought the paintings had been evaluated when they were cleaned years ago. Jo Ellen and Elaine will look back at minutes from Betty Tapley days.
- Water Pump/Filter Leaks: Jo Ellen reported that our resident plumber (Bob) felt there was no immediate danger.
- Budget vs. Actual Spending: Elaine went down through the budget Item by item and reported that we are OK or in good shape in all areas. Salaries are fine but the Custodian has been working 3 hours a week and needs to cut back to a maximum of 2.5 hours a week. Elaine will speak to Naomi- last year she averaged 1.5-2 hours a week.

Other Business:

- Old computer- Al said he didn't think it was worth fixing.

- Copy machine: Sue is concerned that so many people are using copy machine we may need a heavy duty one. Elaine said we could look at a laser printer/copier for the future. Elaine will look around.
- Book Sale: Elaine said that going forward we need to refuse to take things that don't sell. Also we need to keep our eyes open for organizations and people who want books.
- New Minute requirements: Elaine brought our attention to an article in the NHLTA newsletter which outlined new requirements for minutes. Becky reported that our bylaws have been compliant with posting and recording requirements but the new addition of names of members who made or seconded each motion will need to be adhered to.

Next Meeting: Thursday, September 13, 2018

5:30, Library

Meeting adjourned at 7:05

Respectfully Submitted

Becky Dulac, Secretary