

Shedd Free Library  
Board of Director's Meeting  
Thursday, April 26, 2018

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

**Secretary's Report:** Accepted as posted

**Treasurer's Report:** Karen reported that we have \$2,362.42 in Checking and \$37,367.75 in Savings. To date we have spent \$2100 on media with \$5000 allocated for the year, Elaine requested that we keep an eye on that expenditure. Karen will request our funds from the town. Her computer is almost up and going, Elaine will help her get the budget on it.

**Correspondence:** None

**Librarian's Report:**

- Facebook: Jo Ellen said she has found someone to help her with the Facebook account
- Charlotte Graves: Jo Ellen noted that we have received \$2455 in donations for Charlotte Graves. She will order the Old Mother West books that Laura Graves Manchester requested.
- Mail Delivery: Postman Guy, is OK with delivering our mail to the library and days we are closed putting it in the book drop. He is still waiting approval from Bradford.
- New Computers: Jo Ellen and Sue have received their new office computers and are in the process of getting them up and running. Karen found a great deal, 2 Dell computers for \$322.
- Jo Ellen reported that she again applied for and received the art grant for a magician to come to the Elementary school May 25<sup>th</sup>. She received \$325 from the State and the Friends will contribute the additional \$100. Karen will prepare a check for the Magician once funds are received.
- Small Libraries Conference: Jo Ellen reported that she and Sue had attended this conference in Concord and gathered several good ideas. Ideas discussed were: to create a spreadsheet for maintenance schedule and developing an emergency safety plan with map of egress. Elaine asked Jo Ellen to put together the Maintenance Spreadsheet and volunteered to come in and help.

**Unfinished Business:**

- Heat Ducts- Jo Ellen reported that the heat duct in the big room is exposed but is behind the bookcase. Different means of making it more efficient were discussed but nothing decided upon.
- Quotes for exterior painting- Becky had forwarded the two quotes to Elaine: \$4500, Ed Whitney and \$3600 Bob Woodruff. Trustees voted to go with the

lower bid, Becky will contact Bob Woodruff and send him the deposit check and contract. The Selectmen have agreed to pay half of the amount.

- Cupola: Becky had requested and received a quote of \$3,700 from Ed Whiting to paint the cupola. The Trustees agreed that we should look for additional quotes. Kevin Butler's name was mentioned, he took over for the "slate guy", Gerald Lionni.
- Front Steps: It was noted that the cracks between steps are back after the temporary patching two years ago. Elaine has put in a request to the town to replace/repair the front stairs and sidewalks, as a Capital Improvement in 2019. Becky will check with Noah for the cost of another temporary repair. Tom Marshall will give Elaine the name of the person who did the Town Hall. We all need to ask around.
- Alarm System: Jo Ellen reported that workmen came in to inspect the fire extinguishers and carbon monoxide alarms. The Selectmen have been notified again that the Alarm System may not be working.
- E Books, Jo Ellen will give Elaine the bookmark from Becky's Marblehead Library for ideas. Elaine has a graphic designer friend who will design a SFL bookmark to help expand our downloadable book usage. Sue has the sheets of written directions to hand out to patrons.
- Increasing number of library volunteers- Jo Ellen reported that it has picked up a little lately and summer is usually a good time for volunteers.
- Charlotte Graves donations- Jo Ellen will order the books requested but there will still be significant funds left. Ideas discussed for the remainder were, pergola pots and plantings and new computers. Becky will contact the family to get their thoughts on these ideas. She will also contact Noah about pots and plantings for the pergola.
- Donation Plaques: Karen will organize the 3 words to describe our library word scatter and Elaine will contact her graphic designer who does lazer on wood. We need a source for the wood to be used and Jo Ellen mentioned a woodworker who is moving to Washington.

#### **New Business:**

- Election of Trustee Chairman, Secretary and Treasurer:  
Becky nominated Elaine as Chairman, Karen seconded, all voted Aye  
Elaine nominated Becky as Secretary, Karen seconded, all voted Aye  
Elaine nominated Karen as Treasurer, Becky seconded, all voted Aye  
Al agreed and was voted in to be Alternate Trustee for 2018. No other names at this point, Al will check for interested people.
- Review of Emergency Contact List and Key Holders, this list will be checked, Karen still needs a library key.
- Other business: Jo Ellen reported that she will be on vacation from May 19 to June 7<sup>th</sup>.
- Book Sale, we discussed whether we should do it this year as we made less than usual last year and the Friends will not be doing the cookie sale. Their numbers are dwindling and last year the cookie sale was not successful. Sue said they have already collected books to sell, dates were discussed, we need

to find out when the town is having the Flea Market- possibly earlier this year, June 30<sup>th</sup>.

Next Meeting Date: May 17, 2018 5:30 Library