

Shedd Free Library
Board of Director's Meeting
Thursday, September 13, 2018

The meeting was called to order at 5:30 by Chairman Elaine Kay, also present were Karen Drew, Al Bruno, Sue Tozko and Becky Dulac. Carol Carlson was visiting with her dog Maddy.

Carol was present to ask the Board if we would be interested in a program that she does for Libraries in partnership with the Monadnock Humane Society. Carol explained that she takes a dog or several dogs into local libraries so that children may read stories to the dogs. The dogs are trained to sit and listen. Discussion followed and we decided it would be a program that would benefit the library's young patrons. Carol will bring a dog named Noah, on the 1st Saturday of the month starting in November. She will forward an electronic flyer we can use to advertise and it will be on our Facebook Page. We will have a poster in the library and will ask Deb to put out a town email advertising the program.

Secretary's Report: accepted as posted.

Treasurer's Report: Karen reported that we have \$4,956.72 in our checking account And \$34,219.11 in our savings account.

Correspondence: The library had received a letter inviting the Trustees to attend a NH Trustee Meeting at the Stoddard Public Library on Friday, September 21st. Elaine and Karen will attend.

Librarian's Report: none this meeting as Jo Ellen has been out with Vertigo and suspects that she will be out 2 more weeks. Coverage has been fine with Brenda coming in to sub.

Unfinished Business:

- Facebook: Jo Ellen still waiting to get in touch with Betty Parys. The old account is closed according to Brenda. Al will check to see if the town link to our website is up. Betty Parys is the administrator of our Facebook Page, Al suggested we have more administrators.
- Mail Delivery: US Federal Post Office says we can't have things delivered to our bookdrop, we need a mailbox. After some discussion on the cost and security of getting a mailbox on the street Karen moved that we rent our old PO Mailbox #288 for \$116. Elaine seconded, all approved. Karen will give the Post Office a check tomorrow.
- Painting Cupola: Elaine reported have received a quote to repair, scrape and paint the cupola from Kevin Butler of L&B Roofing. This company built the cupola years ago. After some discussion, Elaine made the following motion:

"I move to negotiate a contract not to exceed \$2000 with L & B Roofing (Kevin Butler) to repair/scrape and paint (minimum of 2 coats of paint) the SFL Cupola. In

addition, L & B roofing will inspect the roof and recommend replacement of missing/broken/ deteriorated slates. If slate repairs are needed the Library Trustee Chairman has the authority to authorize the work not to exceed \$1200. All funds will be taken from the Natalie Jursen donation account.” Becky seconded the motion and all approved.

- Exterior Painting: Becky reported that Bob Woodruff would begin the painting of fence and trim on Tuesday, September 18th. Bill Cole has repaired the fence and the bushes against it have been cut back.
- Donation Plaques: Sue reported that there are still only a handful of quotes. Karen suggested that we put it in the calendar and Facebook website asking for quotes. Karen will work on getting something together for Betty to put on Facebook.
- Maintenance Spreadsheet: Several suggestions were made to put on maintenance spreadsheet and calendar. Elaine will make the additions and bring to the next meeting.
- Front Steps: Elaine has a quote from Noah, will get one from Bob Bachand and will check a 3rd name given to her by Sue. Elaine said she does not want to manage this project. Becky will check with a retired engineer on Millen to see if he will be interested in volunteering to be a consultant on this project.
- New Printer: all printers are working but are ink jet and the cost of ink has been very expensive. Elaine proposed that we get a Brother laser printer that would allow us to wirelessly connect. Al suggested that it might be a good idea to check out color printers. We decided to look into getting a color laser printer.
- New computer desk chairs: We decided to wait until next year to replace the computer chairs. Sue mentioned that Jo Ellen’s chair is falling apart, Elaine will bring a chair in from home for Jo Ellen.
- Book Drop Leak: Elaine reported that she had checked the book drop after recent storms and it seemed OK. Sue said it is worse in the winter with snow blowing etc. Becky said she would check with a couple of people to see if they have any ideas.

New Business:

- Evaluations of Director and Staff due in October: Elaine handed out Librarian Evaluation forms for Trustees to fill out. We will meet with Jo Ellen at 9:00 am, October 12th at the library for Jo Ellen’s review. Elaine will give Jo Ellen forms for staff evaluations.
- Begin 2019 Budget: Elaine wants input for items we want to increase and anything special we need to add (eg. Computer chairs) We will meet at 4:00pm, October 11th at Becky’s to work on the budget.
- Capital Improvement Projects 2019-2023: anything more than \$5000 is considered Capital Improvement. The two items mentioned were the front stairs and potentially the furnace as it is 15-20 years old. When we do need a new furnace it was mentioned that new heat ducts should be installed as the children’s room is cold in the winter.

- Other Business: Elaine reported that future library exhibits need to be supervised by Jo Ellen. Portrait Painting evaluations – Jo Ellen has found documentation that Portraits have been evaluated but she has not found the evaluations.

Meeting adjourned at 7:05

Next meeting: Budget meeting at Becky's, 857 Millen Pond Road, 4:00, Thursday, October 11th.

Respectfully submitted,
Becky Dulac
Secretary, SFL