

Shedd Free Library
Board of Director's Meeting
Tuesday, December 4, 2018

The meeting was called to order at 5:00 by Chairman Elaine Kay, also present were Al Bruno, Karen Drew, Jo Ellen Wright, Sue Tozko and Becky Dulac.

Secretary's Report accepted as posted

Treasurer's Report:

- Karen reported that we have \$3,401.46 in checking and \$32,924.49 in savings.
- Karen also reported that she has sent request to Trust Fund and Deb for the annual funds due to the library.
- Elaine said that we are meeting our budget for the year. However, we have not had a bill lately from Baker and Taylor for books, Karen will check.

Correspondence: None. At this point Elaine reminded Jo Ellen that any donations coming in while she is out for surgery need to be acknowledged and put in the book. Jo Ellen said Brenda would do that.

Librarian's Report:

- Jo Ellen said no more donation plaque sayings had been collected. Karen will take them now.
- Electrician has replaced parking lot lights with LED, they are all working.
- Jo Ellen asked Elaine who to call about sanding the parking lot, Elaine replied that she could call Eddie Thayer.
- Jo Ellen reported that we made \$310 at the Christmas fair between the Friends table and Library.
- Jo Ellen presented her draft of the Annual Report of the Shedd Free Library, changes were made and Jo Ellen will complete tomorrow.

Unfinished Business:

- Facebook/Washington News Network: Washington News Network is up and going, Facebook is not. Santa's visit to the library is December 20, 5:30, Elaine asked Jo Ellen to get it on Facebook and Jo Ellen said she would get it up.
- Donation Plaques: Karen will take the responses and work with them. Elaine is still looking for a good place to get wood for the plaques, in the spring we will decide what to put on plaques.
- Book Drop leak appears to be fixed
- PAWS to Read: Trustees decided to go with the program but it will not start until Jo Ellen has returned from surgery recuperation. Tentatively set to start February 2nd and Karen will be present.
- Park lights: installed
- Front stairs and sidewalk: Elaine provided estimates to the Selectmen for the repair of the entrance steps and walkway to the library for expenditure in

2019. The Selectmen thought the proposal was fair and work to be completed in 2019.

- Some discussion followed on the need to have a safe way for people to access the library while the work is being done. We will address that at the time.
- It was noted that the Selectmen requested we use a combination of salt and sand in the future to preserve the walkway.
- Mat for the front door area: Elaine will purchase a mat at Home Depot for a temporary fix; however eventually the rug in each entryway will need to be replaced.

New Business:

- Converting the inside lights to LED: Bob Wright had suggested that we change to LED fixtures inside the library which would use less electricity for the same amount of light- cost would be about \$971. for all lights. Some discussion followed and Karen made the motion to convert the library lights from fluorescent to LED in the 1st quarter of the new year. Becky seconded all voted in favor. Elaine will follow through.
- 2019 Contracts: Elaine had prepared the contracts and gave them to Jo Ellen to hand out to other employees. Sue requested that the assistant librarian be paid for holidays. Discussion followed and Karen made the motion that we change the wording on the contract so that the assistant librarian is paid for the same holidays the librarian is paid for. Elaine seconded and all agree. Elaine will redo the contract.
- Other Business: New Alternate Trustee- we need another alternate, preferably someone who would eventually move onto the board, We will advertise on Facebook and in the library. Elaine will prepare a wanted poster to be placed in the library.
- Becky will complete the paperwork to run for another Trustee term.

Next Meeting: Tuesday, February 5, 2019 5:00 at the library

Meeting adjourned at 6:20

Respectfully submitted,
Becky Dulac
Secretary, SFL