

Shedd Free Library  
Board of Director's Meeting  
Tuesday, March 19, 2019- 5pm

The meeting was called to order at 5:00 by Chairman Elaine Kay participating by phone. 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 \$3370.73 in checking and \$38,100.79 in savings.
- Karen also reported that the auditor has all the forms he needs and we have not received his report yet.

Correspondence: None

Librarian's Report:

- Jo Ellen reported that for Noah's ("PAWS" to read) first time there were no children present; however, on his second time there were 12 kids plus adults.
- Elaine remarked that pictures have not been posted on Library Facebook and that it would be a good idea to post the calendar as well as Library events on Facebook. She suggested that Brenda teach Jo Ellen how to post but that Brenda should not be responsible for posting all the time.
- State Survey: Jo Ellen reported that she had completed the State Survey and Elaine requested a copy.
- Alarm: Alarm went off in February, Jed came to reset it, Sue now knows how to reset and directions are written down. Alarm is scheduled to be tested every January, Elaine reported.
- Dehumidifier: Naomi had reported that the dehumidifier in the Archives was not working, Bob checked and it was OK. Elaine cautioned that the plug sometimes gets bumped- it should be in the open.
- Calendars: Jo Ellen reported difficulty doing the Calendars as our Print Master program is incompatible with Windows 10. Karen suggested that the librarians call ESS Cor Electronics in Claremont to get suggestions on a new program.
- Telescope Guy: Jo Ellen reported that the library had had a visit from Steve Rand a volunteer for the NH Astronomical Society. He delivered a Planisphere Guide to the Stars and wondered if our library would like to purchase a telescope for around \$400, grants available. Some discussion on this but hesitancy as no one has expertise in this area and the library is seldom open at night. Sue suggested that we tie this into our summer reading program. Karen suggested that we ask on Facebook if there is anyone with an interest in astronomy and use of the telescope so we could use it in conjunction with the summer reading program.

- Naomi: Jo Ellen reported that Naomi is having difficulty getting everything done in the allotted 2.5 hours. Elaine reminded us that her contract now reads 3 hours in the winter and 2.5 in the summer.
- Elaine said she would check to see if there is any way to move funds from Library payroll to Custodial payroll account if Naomi needs to work more hours.
- Jo Ellen is back working full time now.

#### Unfinished Business:

- Donation Plaques: Karen presented 3 samples of the word cloud and they were sent to Elaine. The next step is setting up a definition of who qualifies for a Plaque- deciding on a \$ amount of gift.
- "PAWS" to read: next visit is set for April 6<sup>th</sup>. Librarians will get flyers out at the school to advertise.
- Mat for front door area: Sue reported that it has helped but we still need to do something for back hallway entry, there is a slight mildew smell in the hallway. It was noted that the drip edge (rain diverter) which was apparently working came down this winter. It was decided that we need something more permanent. Elaine will check with Kevin (slate and cupola guy) about doing the cupola and the rain diverter.
- Book Drop: still some moisture getting through even with the weight on flap, librarians will keep an eye on it.
- Converting Fluorescent inside lights to LED: Elaine spoke with Bob in December and told him to go ahead and change lights. Jo Ellen will remind Bob that he can change the lights anytime.
- Alternate Trustees: Jo Ellen reported that Naomi has expressed an interest in becoming a Trustee; however, she was not present at our meeting. It was decided that we should post it on the town website. Elaine will put something together and give to Nan Swartz for the website. Al will continue to be and Alternate Trustee.

#### New Business:

- Generator: Elaine reminded us of an email she had sent stating that the town has an extra generator and has offered to give it to the library and install it on a pad. Becky made the motion that we accept the town's offer of a generator and installation. Karen seconded, all in favor.
- Town Meeting Results: Becky was elected for another 3 year term as Trustee.
- Trustee Election of officers: Karen nominated Elaine as Chair, Becky seconded, all voted in favor. Karen nominated Becky as Secretary, Elaine seconded, all voted in favor. Becky nominated Karen as Treasurer, Elaine seconded and all voted in favor.
- Jo Ellen mentioned that there is a library conference coming up in Meredith and wondered if there is money for them to attend. Elaine will check.

Next meeting will be Thursday May 16<sup>th</sup> 2019 6:00 at the library

Meeting adjourned at 6:20

Respectfully submitted,

Becky Dulac  
Secretary SFL