

Shedd Free Library
Board of Director's Meeting
Monday, May 13, 2019 – 5 pm

The meeting was called to order at 5:00 by Chairman Elaine Kay, attending were: Al Bruno, Karen Drew, Jo Ellen Wright, Sue Tozco and Becky Dulac. Also attending were Peggy Carney, Cynthia Harvey, Kris Dube and Nancy Lundquist. All are town residents interested in learning about the Alternate Trustee positions available.

Secretary's Report: accepted as posted

Treasurer's Report:

- Karen reported that we have \$38,107.15 in our savings account as of April 31, 2019 and \$2,611.74 in checking.
- Karen reported that we have \$1,058 in the Charlotte Graves Donation account to be used for plant replacement and maintenance of the landscaping project done last summer. She also reported that we have \$8,200 in the Jurson Donation account to be used for the cupola and roof repair this summer.
- Elaine expressed 2 areas of concern with the budget; we are over on subscriptions and computer supplies, specifically ink cartridges. After some discussion it was decided to drop the \$169 Booklist subscription, Jo Ellen said she can use on line references instead. As far as computer supplies, we will be looking into a new laser printer, which in the long run will be less expensive.

Correspondence: None

Librarian's Report: on file with minutes at Town Hall, accepted as presented. Some discussion on Bob Wright's interest in offering one of his "Stop the Bleed" classes at the Library. There was concern as to whether or not the library would be big enough to handle the class.

Unfinished Business:

- Review of meetings attended: Becky reported on the NHLTA Regional meeting held May 1, 2019 at the Pillsbury Library in Warner. The meeting was an exchange of ideas by Trustees and Friends of various libraries in this region. Many of the projects and ideas were more suitable to larger towns and libraries but one idea that would be easy for SFL to implement is that of themed backpacks ready to sign out on a variety of topics.
- Facebook/Washington News Network- Jo Ellen reported that she has been posting on the Facebook Library page. Elaine requested a backup person and Jo Ellen said Brenda is that person.
- Converting Lights: Bob has converted all the interior library lights to LED. We should see a difference in our electric bill soon.
- Cupola Painting/Roof Inspection/Rain Diverter- Elaine reported that Kevin Butler will be doing the repair at some point in July or August. His father did

the original Cupola repair. Kevin will also check the slate roof and create a rain diverter.

- Front Stair Repair: Elaine reported that the town has approved Noah's proposal to repair the stairs, replacing the top step with a larger piece of granite. The project will be done in June or July and will take 2 or 3 days to complete. We decided we would close the library on a Saturday to give Noah 3 days; Friday, Saturday and Monday, to complete the project. When the stairs are done (if there is money left in the amount the town approved) the sidewalk will be coated.
- Naomi/Maintenance Budget- Elaine reported that we are allowed to move money from another area of the salary budget to pay Naomi for more time if needed.
- Donation Plaques/Word Cloud- Karen will form a committee to decide on a criteria for plaque recognition. Becky and Jo Ellen will be on the committee. Kris Dube knows of a local person who may be able to do the laser work on the plaques.

New Business:

- Book Sale – Saturday, July 6th Elaine proposed that we do it again at the library this year since it was a success last year. Elaine will coordinate the event but needs other volunteers to help. Book sorting will be done in the basement as books are donated; categories- fiction, non-fiction, young adult, children and CD's. It was suggested that high school kids who need volunteer hours bring the boxes up from the basement. Some discussion over what to do with books left over as facilities used in the past will no longer take them. Cynthia Harvey suggested the Henniker Book Farm.
- Basement area cleanup and future use: Elaine reported that Eddie Thayer will arrange to have junk taken out of the basement and that Deb in the Selectman's office would like the fireproof file cabinet and is working on having it relocated to the Town Hall. There is another file cabinet in the basement that is full of old library documents, which needs to be sorted through with Jo Ellen. We cannot use the basement for public space as there is no 2nd exit. Elaine reported that a 5' window or bulkhead would serve as a second exit. It was suggested that Jean Kluk has experience writing grants and might be a resource on grant writing to use the space. There will be a work session at 1:00 on Wednesday, June 12th to clean the basement and sort books.
- Other Business: Printer in the main room is not printing well, uneven ink. Peggy Carney said we should run a head cleaning program. Elaine agreed but said we do need to think about getting a laser printer. Al shared information on an HP wireless printer for \$220. He said for another \$20 we could get a copier/scanner/printer. He will look into one that does fax as well.

Elaine concluded the meeting by reviewing SFL Bylaws and the responsibilities of Alternate Trustees and a brief description of the Friends organization for our visitors. Nancy Lundquist expressed an interest in becoming a member of the Friends of the Library and the other 3 visitors expressed a desire to become an

Alternate Trustee and eventually Trustee and shared their special skill sets and interests that would be helpful in these positions.

Dates set: Wednesday, June 12th 1:00, clean Library basement

Thursday, June 13th, 11:00 Trustees meeting with Jo Ellen, Library

Tuesday, July 2nd, 5:00 next Trustee meeting at the Library

Meeting adjourned at 6:50 pm

Respectfully submitted,

Becky Dulac, Secretary