

**Shedd Free Library
Board of Trustees Meeting
January 17, 2025**

The meeting was called to order at 9:02 am. Present were Peggy Carney, Heidi Butcher (via zoom), Kim Kapteyn, Lynn Hendrickson, Becky Dulac, Martha Robertson and Donna Stone.

Peggy moved, Kim seconded to appoint Martha as recording secretary for today's meeting; motion carried.

Approval of Minutes

Peggy moved, Kim seconded to approve the minutes of September 13, 2024 as presented; the motion carried.

Peggy moved, Kim seconded to approve the minutes of January 6, 2025 as presented; the motion carried.

Treasurer's Report

- The checking account currently has just under \$13,000 (\$12,961.12).
- On the 2024 Budget, Kim added a budget amount of \$1.00 to sales line items (donations, sales, fines) so that they could be captured on the actual budget lines.
- Donna's expenses (\$877.74) for November and December 2024 went into the 2025 budget. This dollar amount will be moved over to the 2025 budget. However, Donna will continue to work from her existing 2025 budget, which will reflect the actual expenditures and sales for 2025.
- The board reviewed the budget to present to the Town and agreed it was set to give to Deb.

Director's Report

- Donna reported that there were 3154 patron visits in 2024, averaging 267 visits per month. Projections for January 2025 indicate that this month will be more active than last January.
- Training the two new employees is progressing well and is also yielding new ways to approach some operations, including incorporating a closing up checklist with timesheets, a more efficient and reliable way to keep track of new books, and an adjustment to how Interlibrary Loan forms are processed. Donna will be making appropriate revisions in the procedures manual.
- In updating the handling of overdue books, the number of books now outstanding is down to three.
- Donna is planning the February calendar, which will have some new events including Chair Exercises, "Mall Walks" at Camp Morgan, a Murder Mystery Lunch, to list a few.
- In joining a group of NH librarians, Donna is optimistic that this new collaboration will bring even more community-enhancing activities to the library and town.

Contracts/Meeting with Selectmen

- Peggy, Kim, and Becky reported that they met with the selectmen. All library employee contracts have been signed and given to Deb and the budget is approved. The Selectboard was interested to

know if there has been an increase in the number of books being checked out. Circulation numbers for 2024 will either be in the Town Report or reported at the Town Meeting.

- The new shed will not be used until spring; space use for the Library and Parks & Recs will be worked out then.
- Peggy noted that the contracts review process should begin earlier in the year—most likely September. Salary budgets will need to include training for the Techs and the cost to have a substitute cover anyone who needs to be out.

Building/Grounds Projects

- Staining the pergola needs to be hired out to be stained.
Donna will look into the options and cost for a cover for shade so that the structure can be used more often. Becky will also check with a friend who may be able to recommend a plant that could shade the pergola.
- Peggy is going to talk to the Selectboard about having Kyle Stone be hired to be the Library's handyman; insurance coverage was discussed.
- The stone sign in the front lawn needs to be straightened. The lintels over the doorway need fixing; they are concrete, not stone. Donna will contact Peterborough Marble & Granite Works. Some of the slates on the north side need to be repaired. For all these repairs, Peggy will contact the NH Historical Society (to seek any recommendations). Donna is also going to pursue grant opportunities.
- A gravel pathway to the pergola off of the main sidewalk (foyer side) needs to be put in.
- The yellow stripes on the front steps need to be repainted.
- The dead tree in the front yard needs to be replaced. Kim suggested planting a crabapple tree (similar to ones in her yard), that has small apples (no mess) and that stay on the trees in the winter (feed the birds).
- We will need to maintain the low growth of the sumac that was cut down in the fall.

New Alternates

Donna mentioned that June Doyle and George Hunton are interested in being Alternates. She also asked Bernadette Aubin and is waiting to hear back from her. Interested alternates will be invited to attend the next meeting, scheduled for February 21 at 10:00 am.

Other

- Donna will contact Capital Well again to find out more about the status of the water in the library. Currently the water is not potable.
- Peggy commented to Donna that she (Peggy) is uncomfortable with Donna purchasing food out of her own pocket. Donna assured Peggy that she does submit some food expenses to be paid and is more than comfortable providing the rest of the ingredients from her own pantry.

At 10:30, Peggy moved, Kim seconded, to adjourn the meeting; motion carried.

Respectfully submitted,
Martha Robertson