

**Shedd Free Library
Board of Trustees Meeting
February 1, 2024**

The meeting was called to order at 9:00 am by Chair Peggy Carney. Also present were Becky Dulac, Donna Stone, Lynn Hendrickson and Heidi Butcher. Visitors were Kim Kapteyn, June Doyal and Mark Florence.

Treasurer's Report:

Lynn reported we spent down the 2023 budget and are asking for a small increase at next month's Town Meeting. We have a balance of \$52,015.01 in savings and \$9,448.11 in checking. We have sufficient funds to finish the new vestibule as well as the remains of a generous patron donation intended for this purpose. Discussion of installing an outside railing and automatic door opener ensued with agreement to do both. (Several patrons have mentioned the need for a railing.)

Peggy said that the use of the new property will be an item for discussion at Town Meeting (potential uses include relocating the community garden.) It also may be more economical to refurbish the existing shed rather than replacing it.

The generator installation is nearly complete and all that remains is to make the final connections and power it on.

Director's Report:

After the mold remediation we experienced some flooding in the basement and Donna was able to remove it with the assistance of a generous volunteer and his wet vac. We have now purchased a wet vac for this express purpose though hopefully we won't have further water issues. Donna had a good response to the Patron Survey and said that none of the results were surprising. Overall patron responses are very positive and the library and its programs are well received by the community. Story Hour is successful and parents are encouraged to attend and participate with their children. The guest reader program was not well attended so Donna will shelve it for now. Her recent evening program on the Wolf Moon was very successful and enjoyed by all the participants.

A significant uptick in fees on our Libby subscription prompted Donna to investigate and she discovered that there are a number of "unique users" who are checking out titles several times a day. It appears to be some type of hacking and the Selectmen have been informed. Donna will implement a password system to prevent this going forward.

Donna asked if she could purchase a carpet cleaner for the library in lieu of paying for annual cleaning. The Trustees agreed and approved the purchase.

**Nonpublic Session Minutes:
Board of Trustees, Shedd Free Library**

Members Present: Peggy Carney, Chair,
Lynn Hendrickson, Treasurer
Heidi Butcher, Secretary
Becky Dulac, Alternate
Donna Stone, Director

Motion to enter Nonpublic Session made by Peggy, seconded by Lynn

Specific Statutory Reason cited as the foundation for the nonpublic session:

 X RSA 91-A:3, II (a) *The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, or her, **unless** the employee affected (1) has a right to a public meeting , and (2) requests that the meeting be open, in which case the request shall be granted.*

Roll call vote to enter nonpublic session:	Peggy	Y
	Lynn	Y
	Heidi	Y
	Becky	Y

Entered Nonpublic session at 10:17

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to seal these minutes: If so motion made by Peggy, seconded by Lynn because it is determined that divulgence of this information likely would

 X Affect adversely the reputation of any person other than a member of this board.

Roll call to seal minutes:	Peggy	Y
	Lynn	Y
	Heidi	Y
	Becky	Y

Motion: Passed

Motion to leave nonpublic session and return to public session at 10:47am by Peggy, seconded by Lynn.

The meeting was adjourned at 10:50 am, next meeting date TBD.
Respectfully submitted,
Heidi Butcher
Secretary.

Library Director's Report - February 1, 2024

Patron Statistics December *Three closed days

Patrons 0-17	Patrons 18-30	Patrons 31-50	Patrons 51+	Visitors	front room puzzle	computers	printer	New Library Patrons
45	12	14	76	0	1	0	2	3

Patron Statistics January * as of 1/17/24 with one closed day-weather

Patrons 0-17	Patrons 18-30	Patrons 31-50	Patrons 51+	Visitors	front room puzzle	computers	printer	New Library Patrons
68	9	33	114	1	0	4	4	1

December Events

We had two very popular holiday themed story hours in December with over 20 children and adults present for both events. We had surprise guests at both events; The Grinch, Santa. We were closed the other two Tuesdays in December.

We did not hold a December book club discussion due to the holidays but had a potluck lunch for book lovers. The event was attended by six patrons.

The little ones playdate event held every other Saturday is still under attended. We will shift to sensory activities starting in January.

We held two adult craft activities: make your own Santa plate and make your own holiday t-shirt. We have continued with lunch and loop which is gaining in popularity though it works best on Thursday rather than Saturday.

We started a once a month coffee, breakfast treats, and conversation which patrons seemed to like.

Our one volunteer, Paula Morse, has been a great asset to our story hour.

In December the mold remediation work was completed. The basements were cleaned of debris and mold. One week after the mold work was completed we had water in the basement most likely due to a very strong rainstorm. A volunteer used a wet-vac to remove the water. The trustees purchased a wet-vac for the library in case of future flooding. We had the furnace cleaned and the filters changed. The furnace had a dead baby mouse in the line which was causing a condensation backup. I have laid out a mouse deterrent in the old basement.

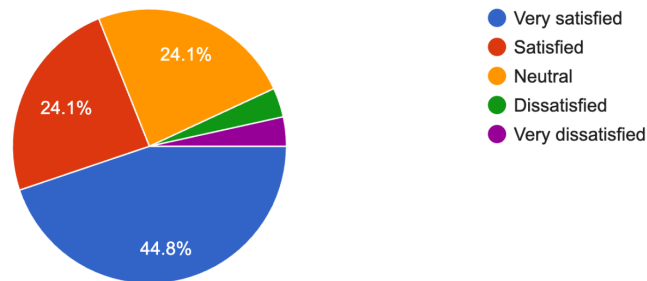
In December all staff members were given their written evaluations and 2024 contracts.

Also in December, we publicized our patron survey. We received 31 replies. Overall the responses were positive. The respondents were primarily female over the age of 50, which is reflective of our patron demographics. We have addressed the issues presented in the survey; needing clear access to the children's books, more best sellers fiction and nonfiction, handles on the vestibule doors. Additional issues such as comfy reading areas, railings for the back

entrance and the use of the library for club meetings have not yet been addressed.

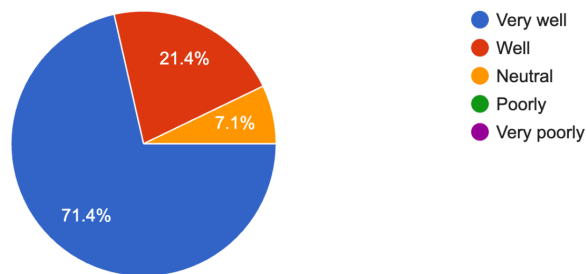
Are you satisfied with the variety and availability of books and other materials?

29 responses

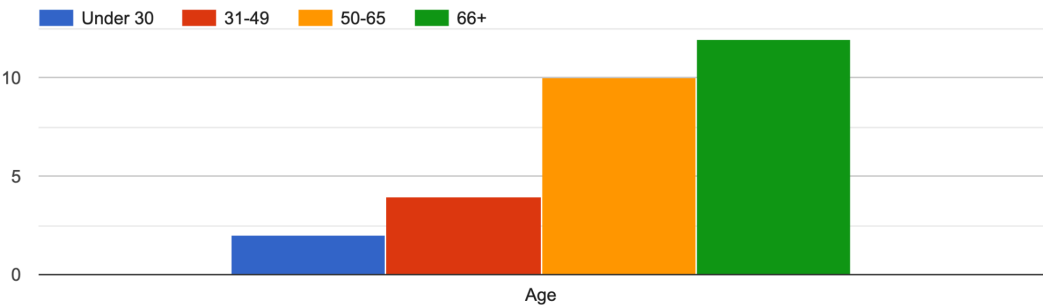


In your opinion, how well does the library engage with the local community?

28 responses



To better understand our community, please provide some demographic information:



January Events

Events/Programs

- We have continued posting/printing the monthly calendar.
- Due to Sue's absence we have had to cancel reading at the elementary school until further notice.
- We have made a big shift in story hour- now called family activity hour with a focus on STEM activities. Two key components - lesson planning and parent involvement have proven to make the hour successful and engaging.
- Our art exhibit for the month is old time family games. It led to an after hours family game night which was well attended with more adults than children. Everyone played games, drank hot chocolate and ate popcorn.
- We did not have a guest reader in January as it has not been a big draw over the last few months.
- We added a twice monthly writing group and have increased lunch and loop to two afternoons a month.
- We added weekly themes to the calendar with puzzle exchange, yarn exchange and family winter challenge.
- We have three activities to bring the library outside planned for the month of January. Each full moon we will have a night time activity outside that relates to the name of the full moon. January's full moon is the Wolf Moon. Children dressed in winter gear searched the backyard of the library for full moons (frozen colored water balloons) and we also made snow volcanoes outside during the 1/23/24 family activity hour. Our Winter-Family challenge week also gets families outside for a winter scavenger hunt. These activities relate directly to the summer reading theme for 2024.
- The Libib program is fully functional. Due to Sue's absences she had not learned the system.
- I attended an online PD on Canvas as a way to further market the library's events.

Expenses since our last meeting

Date	Store	Invoice	Product	Price	Line item	
1/3/24	Shaws	79060972	Bottled water	\$2.72	62000 · Special Programs	
1/5/24	Tractor Supply	276878	Bird Seeds	\$9.99	62000 · Special Programs	
1/1/24	Dollar Tree	2768517	Ribbon rubber bands white glue dots scotch tape	\$11.25	62000 · Special Programs	

12/30/23	Dollar Tree	2768517	baking soda conditioner baby oil picot-citric acid	\$13.75	62000 · Special Programs	*same invoice
12/30/23	Dollar Tree	2768517	led lights dishpans table covers	\$18.75	65040 · Office Supplies	
1/1/24	Walmart	2000115-7 7422405	One Dark Night The Secret History Atomic Habits 101 Essays That Will Change Who Moved My Cheese Three Ordinary Girls Getting Things Done	\$80.96	61010 · Books Purchases	
1/1/24	Walmart	2000117-0 1944792	food color popcorn liquid starch borax	\$27.82	62000 · Special Programs	
12/23/23	Amazon	6889862	Dictionary of Lost Words	\$13.29	61010 · Books Purchases	
12/31/23	Amazon	2756251	Lost Apothecary Foster Outlive Covenant of Water How to Cure HBP Midnight Library The Last Devil What Lies in the Woods	\$130.42	61010 · Books Purchases	
1/9/24	Amazon	4610606	Index card holders clear Library pockets	\$32.53	65040 · Office Supplies	
1/10/24	Amazon	8197043	Random in Death pre-order	\$21.00	61010 · Books Purchases	
1/10/24	Amazon	384269	Resurrectio Walk The Wager First Lies WIn Holmes, Marple, Poe Demon Copperhead One Hundred Years of Lenni and Margot	\$120.57	61010 · Books Purchases	

Total \$483.05

(\$366.24 61010 · Books Purchases)

(\$65.53 62000 · Special Programs)

(\$51.28 65040 · Office Supplies)

Discussion Topics

- Staffing
 - Libby - fraudulent accounts
 - Office desk removal
 - Carpet cleaner
 - Donation of desktop computers. <https://www.computerswithcauses.org>
 - 2024 Goals ([link](#))
 - Summer reading program- materials \$\$ <https://www.csipreads.org/>
 - [Big Talk from Small Libraries PD](#) February 23, 2024
- 8:45 a.m. – 5:00 p.m. Central Time