

**Shedd Free Library  
Board of Trustees Meeting  
April 2, 2024**

The meeting was called to order at 5:00 pm. Present were Peggy Carney, Becky Dulac, Lynn Hendrickson, Donna Stone, Kim Kapteyn, Heidi Butcher and Martha Robertson. The Board welcomed newly elected Trustee Kim Kapteyn as Treasurer. Peggy Carney will continue as Trustee Chair, and Heidi Butcher as Trustee Secretary. Becky Dulac and Lynn Hendrickson will continue as Trustee Alternates. The Board also invited Martha Robertson as new Trustee Alternate.

**Treasurer's report:**

Kim is working to use Bar Harbor Bank online. She reported receiving an invoice from A. Dube for new handicap entrance railing. The Board authorized payment. She has also requested funds from the Selectmen for the SFL as approved at Town Meeting. Kim and Peggy will go to Bar Harbor Bank next week to update signature authority on the SFL accounts. Peggy stated that she has received a quote for automatic door installation and may try to obtain additional quotes. Donna stated that current free swinging status of door has caused some dents as wind has blown the new door hard against the masonry exterior. The Selectmen have said the town will incur the cost of the new handicap automatic door.

**Director's report:**

Donna stated that 258 patron visited the library in February which is an increase. New programs such as Lunch and Loop, Little Ones activities, Full Moon potluck have been very successful. The Writers' Group is off to a modest start but shows interest. The fraudulent activity on the Libby app (online lending of e-books) has been successfully tracked by use of sign on pin code. The library pays for online book lending so this was a priority and the Board thanked Donna for her diligence. She continues pursuing professional development and is working on various new activities to offer patrons. She is planning an event for the upcoming solar eclipse. The wifi in the library has some "cold" spots so Donna will contact Granite State Communications to see if a new router will help.

Peggy presented information on this year's New Hampshire Library Trustees Association conference on June 5th. The conference will be in Concord. Landscaping such as fruit tree trimming has been done, and various other facility maintenance was discussed including interior painting of new vestibule and aesthetic planting around new generator. The town will need to finish grading, and seeding of construction area by the new entrance. Peggy and Kim will schedule a meeting with the selectmen to discuss this and other items.

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

**Members Present:** Peggy Carney, Chair  
Kim Kapteyn, Treasurer  
Heidi Butcher, Secretary  
Becky Dulac,, Alternate  
Lynn Hendrickson, Alternate  
Martha Robertson, Alternate

Donna Stone, Director

**Motion to enter Nonpublic Session** made by Peggy, seconded by Heidi

**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  
   Kim       Y  
   Heidi      Y

**Entered Nonpublic session at 6:09 pm**

**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  
   Kim       Y  
   Heidi      Y

**Motion: Passed**

**Motion to leave nonpublic session and return to public session at 6:27 pm by Peggy, seconded by Heidi**

The meeting was adjourned at 6:33 pm. Next meeting 04/29 @ 10:00 am..

Respectfully submitted,  
Heidi Butcher  
Secretary

Directors Report 3/21/24  
Patron Statistics February

	Patrons 0-17	Patrons 18-30	Patrons 31-50	Patrons 51+	Daily Totals
2/1	4	3		24	31
2/3	5	2	3	11	21
2/6	16		5	10	31
2/8				7	7
2/10		1		7	8
2/13	12		3	14	29
2/15				19	19
2/17	8		5	9	22
2/20	16	1	5	8	30
2/22	1		1	11	13
2/24			2	2	4
2/25	4		6		10
2/27	8	1	3	15	27
2/29		1	1	4	6
Feb Total	74	9	34	141	258
+/- over Jan	+6	-	+3	+23	+32

We have added 15 new patrons since January 1st!

February Events/Programs

Lunch & Loop (2)

Little One Playdate (2)

Family Game Night

Design your own wine glass

5th and 6th grade game night

Snow Moon Celebration

Coffee Chat- Using Tech at the Library

Writer's Group (2)

Family Activity Hour (4)

Book Club Discussion

Update on Libby -

## Before Pin #s

OverDrive ID	Checkouts (441) (441)	Checkouts (chart)
1061603	49	
1809281	49	
1157833	44	
825065	43	
3561785	34	
2760203	29	
2823015	26	
2136717	26	
3788287	19	
2079080	19	
1035316	16	
2887513	15	
3291636	15	
1667044	11	
1004976	7	
3888594	7	
3357697	5	
1621982	5	
1004416	4	
1994623	3	
2553299	3	

## A couple of weeks after PIN #s

<a href="#">Run new report</a> <a href="#">Create worksheet</a>		
Page 1 of 1 50		
OverDrive ID	Checkouts (57)	Checkouts (chart)
825065	11	
2760203	7	
3888594	6	
2887513	4	
3788287	3	
2557153	3	
3561785	3	
3291636	3	
2136717	3	
2823015	3	
2079080	2	
1035316	2	
1004976	2	
1667044	1	
1004416	1	
3357697	1	
873760	1	
1056091	1	

<a href="#">Run new report</a> <a href="#">Create worksheet</a>		
Page 1 of 1 50		
OverDrive ID	Checkouts (163) (163)	Checkouts (chart)
3888594	30	
825065	22	
2760203	22	
2887513	13	
3788287	11	
3561785	10	
1035316	9	
2136717	8	
2823015	7	
2557153	5	
3291636	5	
3357697	4	
1004976	4	
1667044	3	
2079080	3	
1041226	3	
1056091	2	
873760	1	
1004416	1	

As of 3/17/24 Brian Dobson (...594) 30 borrows

Expenses since last meeting:

Date	Store	Invoice	Product	Price	Line item
1/11/24	Shaws	79698453	Capri Sun Snack Pack (2) Cookie Pack (2) Sweet Treats box (1) Milk Napkins Feb/March	\$51.92	62000 · Special Programs
1/11/24	Shaws	Same Invoice	Spray Cleaner Paper Towels	\$16.97	65510 · Cleaning Supplies
1/15/24	Shaws	51733	Vinegar and Dish Soap Snow Volcanoes	\$6.98	62000 · Special Programs
1/21/24	Dollar Tree	27218	11 frames for book shelf markers & wall hooks for the vestibule	\$19.61	65080 · Misc operation expenses
1/21/24	Dollar Tree	Same Invoice	Balloons , wine glass, gloves for finger play February/ March	\$20.00	62000 · Special Programs
1/27/24	Dollar General	16153	Supplies for Feb/March Little Ones Playdates Sensory Jars and milk for hot chocolate	\$20.55	62000 · Special Programs
1/31/24	Amazon	760239	2-30 packs of Keebler Snacks Craft Fabric- felt Tissue Paper Gallon of glue Feb/March/ April	\$57.57	62000 · Special Programs
1/31/24	Amazon	Same Invoice	What You Are Looking For Is In the Library The Frozen River	\$38.73	61010 · Books Purchases
2/1/24	Shaws	81331269	Coffee Bread Flour Eggs Marshmallows	\$23.35	62000 · Special Programs
2/1/24	Shaws	Same Invoice	Trashbags Paper towels	\$39.98	65510 · Cleaning Supplies
2/2/24	Amazon	539409	Labels Printer Ink	\$34.97	65070 · Computer Supplies
2/2/24	Amazon	4002643	Bissell Rug Cleaner Carpet Shampoo	\$135.28	65580 · Misc Building Expenses
2/4/24	Amazon	4574665	Three Inch Teeth	\$21.00	61010 · Books Purchases

2/8/24	Amazon	15543446	Stem Building Blocks Patron Appreciation Pens	\$36.87	62000 · Special Programs
2/8/24	Amazon	Same Invoice	The Four Agreements The Women The 48 Laws of Power If He Had Been with Me The Woman All Spies Fear	\$43.17	61010 · Books Purchases
2/10/24	Shaws	82046212	Vegetable Stock Pie Crust Soup Crackers Potatoes- all for adult prog. Lunch/Loop and Book Club	\$15.36	62000 · Special Programs
2/16/24	Dollar General	63384	Snow Moon - Wiffle Ball Supplies & two plastic table clothes- Clearance wood frames for April Special Programs .50 each	\$18.00	62000 · Special Programs
2/17/24	Dollar Tree	48421	Children- special program supplies Feb/ March/April	\$28.75	62000 · Special Programs
2/18/24	Target	7174	War on Cash NF West with Giraffes Fic	\$27.38	61010 · Books Purchases
2/18/24	Target	Same Invoice	Tea Towels- March	\$10.00	62000 · Special Programs
2/19/24	Ace Hardware	555	door keys	\$14.00	65040 · Office Supplies
2/19/24	Temu	52683	Crochet Markers Ball Ball Swing Preschool Music Instruments HTV Iron on for St. Pat/Easter Shamrocks- March	\$43.33	62000 · Special Programs
2/22/24	Gen. Store	104656	pizza for MS Night	\$31.40	62000 · Special Programs
2/23/24	Dollar General	4016	Paint Feb/ March	\$26.00	62000 · Special Programs
2/23/24	Shaws	83118971	Vegetable Stock Oreos Ice Cream	\$12.01	62000 · Special Programs
2/23/24	Shaws	Same Invoice	Toilet paper	\$19.25	65080 · Misc operation expenses
2/29/24	Post Office	86	PO Box Fee 1 year	\$154.00	65020 · Postage, Mailing Service

			Total	\$966.43	
		*	61010 · Books Purchases	\$130.28	
			62000 · Special Programs	\$402.09	
			65040 · Office Supplies	\$14.00	
			65070 · Computer Supplies	\$34.97	
			65580 · Misc Building Expenses	\$135.28	
			65510 · Cleaning Supplies	\$56.95	
			65080 · Misc operation expenses	\$38.86	
			65020 · Postage, Mailing Service	\$154.00	
			Total	\$966.43	





Please note that I am planning out activities through May, so some of the expenses are reflective of products that will be used multiple times and others are for projects coming up in the next couple of months.

I would like to discuss crediting the special programming line with the money made from the raffles. The raffles are donated items from patrons, my family, me and Annie Hannah. Other than the dollar store baskets used on some offerings no budget money is used for these raffles.

I have attended three different professional development programs since our last meeting. Small Libraries Doing Big Things PD, Teacher Workshop: Eclipse Watching with Kids (UNH) and three state offered sessions on Artificial Intelligence. All the sessions were outside of the workday. I charged two hours of time for the first PD to the town and the rest I did on my own.

I would like to take a course offered by UNH Boost Your Brain and Memory ([LINK](#)) as this may be a possible library offering to seniors in late summer/fall. The course is only \$25 and I have a couple of patrons that would like to take the course with me. It is self-paced so we could take it together at the library or do so separately and meet to discuss during library hours. The next registration date for the course begins May 6th. The course session runs May 12, 2024- July 7, 2024.

I was thinking of ordering a couple of polo shirts to wear as the “summer uniform” and wanted your feedback. Personally it is cheaper for me to buy a couple of shirts to wear throughout the summer than to buy business casual wear. I thought the other staff members may feel the same way.

 <p>Style #1438</p>	 <p>Logo Position: Left Chest</p> <p>Edit Logo Colors</p>	<p>S M L XL 2XL</p> <p>\$2.00</p> <p><input type="text"/> <input type="text"/> 1 <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> White</p> <p>Add Names ?</p>	<p>REGULAR PRICE <b>\$35.76</b></p> <p>TODAY'S PRICE <b>\$14.95</b></p>
	 <p>Logo Position: Left Chest</p>	<p>S M L XL 2XL</p> <p>\$2.00</p> <p><input type="text"/> <input type="text"/> 1 <input type="text"/> <input type="text"/></p> <p><input checked="" type="checkbox"/> Pink</p> <p>Add Names ?</p>	<p>REGULAR PRICE <b>\$35.76</b></p> <p>TODAY'S PRICE <b>\$14.95</b></p>

This company also sells totes. I wonder if it would be profitable to sell totes at the library and during the book sale. I would like your feedback please.

Patron appreciation- this month is patron appreciation month. We ask each visitor to complete a raffle ticket for the chance to win a 'purple' themed gift basket. The basket items are donated items from Annie Hannah and I supplied a bottle of wine.

Dave Linehan, our next door neighbor, is donating a shirt press to the library. Along with his donation we now have a camera, a go-pro, binoculars, a paper shredder, an inflatable kayak, a beach float, and an old record player for our non-traditional checkouts. I am hoping to advertise and add to the selection by June.

Apple trees- Mr. Gibson trimmed the apple trees. The branches were left by the old shed. My husband and I took them home for the goats. They loved them and ate them bare. They also loved Becky's Christmas tree.





Generator- as mentioned in an update email- the generator is up and running. It is scheduled to test every Saturday at 9:45 so I will know that it is working.

Carpet cleaner- thank you for allowing for the purchase of the carpet cleaner. I have already cleaned high-traffic areas.

Book tasting- I will be rescheduling the book tasting to a later date. It was originally scheduled at the same time as the Maundy Thursday services which was a conflict for a few of our patrons.

It has been a pleasure to have Brenda and June as substitute library technicians. They have learned all of the process and technology. We have created opening and closing procedures. We have streamlined all checkouts and ILL lending. We have a weekly to-do list for each of us and we have had no problems completing the work that needs to be done. They are both trained and able to open and close on their own which has allowed me to lower my number of work hours. I have been tracking our year to date staffing expenses and we are below expected salary spending even with the additional expense of training hours.

If you are interested in seeing my tracking system for expenses/staffing please review:  
[https://docs.google.com/spreadsheets/d/10HSSkal3h7zBCnMGnv2sUU8Gqu1vQpMVNWZ\\_OK6XaTQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/10HSSkal3h7zBCnMGnv2sUU8Gqu1vQpMVNWZ_OK6XaTQ/edit?usp=sharing)

**Discussion Items-**

Solar Eclipse event

Pay to Create sessions

Adult centered activities for after hours

New router for wifi

Staffing- scheduling into April