

SHAW PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes, August 13, 2025

Members present: Kathy Bishop (chair); Linda Wohlforth (vice chair); John Contreni (secretary);
Esther Ireland; Deb McAfee
Ex-officio: Jessica Folsom
Guests: None
Meeting called to order: 4:00 p.m.

1. Conflict of Interest with any agenda item by Board members?

- a. None reported

2. Approval of minutes

- a. June 11, 2025. Esther moved and Linda seconded that the minutes be approved as distributed. Motion carried, 4-0-1.

3. Additions or deletions to the agenda?

- a. John noted that he would like to bring up three items for consideration at our next meeting. See below item 9.

Reports

4. Report from the director.

- a. Jessica provided Trustees with a copy of her report for the month of July, which she noted was “very busy.” See below, item vii. Highlights included:
 - i. A variety of programming was offered.
 - ii. The local American Legion Post donated 18 chairs to the SPL.
 - iii. The library is looking to purchase two new computer for the main library.
 - iv. The library has a new centralized bulletin board in the main library for posting events and resources.
 - v. The library is on budget this month.
 - vi. Russ is reaching out to patrons who have overdue materials.
 - vii. Monthly statistics include 887 visitors to the main library, 267 to the annex, and 158 attendees for the month’s programs. In addition, 38 questions were fielded by phone, 31 people used SPL’s computers, and nine people used the study room. Copies came to \$99.75 for the month. Interlibrary Loan requests received included 79 books and 21 DVDs. SPL lent 126 books and 14 DVDs via ILL. The Library processed 35 new books and 7 DVDs. Gifts received included 26 books and 3 DVDs. Seventy-one items were deleted from the collection.
 - viii. Deleted books will be offered to the public during Fly-In.
 - ix. As of August 13, SPL’s fund balance with the Town stands at \$18,305.80. \$175 has been donated to the “Sandy’s Dream Space” project.
- b. Esther moved to approve the director’s report and Deborah seconded. Motion passed 5-0.

Old Business

5. Review of SPL Procedural Manual

- a. The Trustees reviewed the various elements of the procedural manual and made decisions about additions and deletions. Mary Stefanik will keyboard the new draft for the Trustees review.

6. American Library Association Grant (stairlift)

- b. Kathy reported that reactions to the stairlift have been positive.

New Business

7. None.

Items For next Meeting: September 10, 2025

8. Review of revised Procedural Manual

9. John suggested that the Trustees consider three matters:

- a. The trees in front of the main library block the view of the façade of the building. Can anything be done about them? Linda noted that in the past the trees had been trimmed to one-third of their total height. There was some doubt as to origin of the trees. Were they donated to the Town or to the Library? John will check with Mike Roy.
- b. The ramp leading to the side entrance of the main library building may need repair or replacement. Deb mentioned the heated ramp installed at the Church of the Open Bible. She will investigate how much that cost.
- c. General mailings from the SPL are received with the heading “Service Mail”, which may lead recipients to delete them as spam. Could we have something more descriptive? Kathy will look into this. (And she did! Patrons now receive emails from “Shaw Library”.)

Adjournment at:

Esther moved and Linda seconded that we adjourn at 4:54 p.m. Motion carried, 5-0.