

# SHAW PUBLIC LIBRARY

## BOARD OF TRUSTEES

### MINUTES

February 11, 2026

Members present: John Contreni (secretary); Esther Ireland; Deb McAfee; Linda Wohlforth (vice chair)

Member absent: Kathy Bishop (chair). In Kathy's absence, Linda chaired the meeting.

Ex-officio: Rachel Daigle, SPL Director

Guest: Mike Roy, Town Manager

Meeting called to order: 4:05 p.m.

- 1. Conflict of Interest with any agenda item by Board members?**
  - a. None reported
- 2. Approval of minutes**
  - a. December 10, 2025. Esther moved and Deb seconded that the minutes be approved as distributed. Motion carried, 4-0.
- 3. Additions or deletions to the agenda?**
  - a. None

<b>Reports</b>
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- 4. Report from the director**
  - a. The Trustees thanked Rachel for the tour of changes in the uses of library spaces she led in the half hour before the meeting started. She explained that in everything they do, she and the library staff are thinking of the next 100 years of the library's future.
  - b. Library staff have completed about 85% of the inventory project and expect to wrap it up in a week or so. So far, 500 titles have been deleted from the library catalogue since they no longer seem to be in the library's collection. Deb asked how many titles do we have in the SPL? Rachel replied that so far, we have 4000 DVDs, 3400+ adult fiction titles, about 500 large print books, 1600 non-fiction books, 300 audio titles, 4700 juvenile books, 600 juvenile DVDs, and 750 young adult titles.
  - c. The new Koha system has been up and running for about a month. There have some problems and glitches that still need to be worked out. Glitches seem to arise from uploading the SPL's data into Koha. In the long term, Koha will be an improvement.
  - d. PJ Tinto officially retired from the SPL January 22, 2026. A replacement is being sought. The library will host an event in her honor sometime in the spring.
  - e. The SPL has a new FB page with a profile tied to the library, rather than to a

director. The new page has lots of functionality designed to reach people at the local level.

- f. A new newsletter will be launched soon. It will contain information on library events, releases etc., and will be targeted to different audiences, such as home-schoolers, year-around residents, and summer residents.
- g. The SPL has received several donations recently in response to the wish-list Rachel published on Facebook. The library has received two desks and two I pads with keyboards and WiFi hookup. Rachel noted that she is "astounded by the graciousness of people who donate to keep the library going."
- h. Fresh off our Centenary Celebration, the SPL is planning an Open House in early spring, perhaps the third week in April, to reintroduce residents to the library. The focus will be on how the library addresses the needs of the community.
- i. The upstairs study room has been cleaned and is ready for users. There has been some discussion of using it for meditation and sewing classes.
- j. There has also been some discussion about extending library hours to 6:00 or 7:00 p.m. to accommodate patrons who cannot use the library before closing time at 5:00 p.m. In the same vein, Rachel and staff are exploring expansion of Saturday hours for an hour or two in the summer. The real need is for an extra hour during the work week. Deb observed an extra hour during the week is more important than a longer Saturday schedule.
- k. Mildred Kennedy-Stirling and her daughter's Girl Scout troop have offered to refresh the garden in front of the building with native plants and lighting. Mike noted that removal of the railway ties from the garden was on Public Works' to-do list. He cautioned that the library should check with benefactors of the garden before making changes. Any lighting should be compliant with Greenville's dark skies initiative and its outdoor lighting ordinance. Deb suggested that Mildred and her team think of a moonlight garden. Rachel will get with Mildred to discuss the matter further and report back to the Trustees next month.
- l. Statistics for December: Total patron visits: 370 (note: reduced hours for inventory during this period; also lacked full-time staff dedicated to the back entrance); phone call requests for information: 21; computer use: 7; study room: 0 (this space was used for inventory); copies printed: 110; new books: 20; deleted: 1220 (many of these were items discovered missing during the inventory process); donations: 10 books; Interlibrary Loan: requests 7, received from other libraries 61, sent to other libraries 82.

## Old Business

### 5. Printing charges

- a. Deb moved and Esther seconded that per page charges for printing be set at \$0.25 for black and white and \$0.75 for color effective immediately. Motion passed 4-0. John noted that the library might explore HP's Instant Ink program to generate savings on toner.

### 6. Main Ramp

- a. Mike wondered what might be underneath the current ramp. He noted that any structure must be 33 feet from the centerline of the road. Discussion focused on converting the ramp into a platform that would run the length of the building and

afford a space for outside gatherings. The new deck would be made of composite decking. Esther will ask her husband to measure the site of the proposed deck so that cost estimates might be generated. Any proposal for a new platform would need to be presented to the Budget Committee and built into the Town's Capital Improvements budget. If approved, construction could start in the new 2026-2027 Fiscal Year.

<b>New Business</b>
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**7. Budget 2026-2027**

- a. John suggested that in Kathy's absence we hold this item over to the next meeting. Mike noted that the schedule for the Budget Committee meeting will be posted soon. Rachel reported that she and Kathy have been exchanging ideas about the budget.

**8. Library Trustee Funding Request Fund**

- a. Mike asked to address the group. He reported that purchases by the Trustees have been coming into the Town Office without any accompanying paperwork. He used the recent example of an icemaker purchased through Amazon. He stressed the need for a paper trail in order to document purchases from Trustees' funds should any questions arise about the source of funding for any particular item. A process needs to be established. To that end, he distributed a "Library Trustee Funding Request Form" that could be used to authorize purchases of single or multiples items from Trustees' funds. Deb suggested that the director use the form to communicate funding requests to the Trustees who would then approve or deny the request. The process could be handled electronically via email. The consensus from the Trustees was that this was a good idea and that it should be implemented.

<b>Items For next Meeting: February 11, 2026</b>
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- 7. Terms of Trustees (currently all end on 2027)
- 8. Budget Plans
- 9. Garden Plans

**Adjournment at: 5:52 p.m.** Motion by Esther, second by Deb. Passed 4-0.