

Shedd Porter Memorial Library Minutes
January 20, 2022 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Susan Norlander, Kathy Torrey, Matt Saxton, Karn McShane (7:15).

Alternate: Joe Levesque

The meeting was called to order at 6:05 p.m. On a motion made by Kathy and seconded by Susan, the minutes from the December 16th meeting were approved.

Librarian's Report –December

Income

- Inga Green donation: \$100
- Vilas PTO Book Sale at Hannafords: \$250 (we donated old books to the PTO and they split the proceeds with us)
- Non-Resident Fees: \$40
- Paul Library book sale: \$8
- Miscellaneous Fees and Donations: \$3.31
- Town Trust Funds 2021 Interest/Dividends from funds we do not manage: \$3,245.29

Children's Happenings in the Library

- Outreach/Storytime in the schools continues.
- The LEAF School and Alyson are working on placing a third intern at SPML - a 10-week program in the spring if COVID conditions improve.

Administrative Happenings in the Library

- The Librarian's Town Report has been submitted to Charlotte.
- The State Library report has just "opened" and Alyson will begin work on it.
- The Maintenance Committee met, and Alyson met further with Ken Fairbanks of Fairbanks Lock and Key. More details below.
- The furnace is slated to be cleaned the week of 26 January.
- Dave Bailey has repaired the downstairs toilet.
- Some libraries are returning to curbside service only. Alyson does not think we need that yet, but does think we should emphasize a "Grab and Go" status.
- It was exciting to hear that, when adjusted for the size of our community, we are one of the most active libraries using the NH State Library ILL service. Small and Mighty!
- The change to new step maintenance for the winter has been wonderful! The steps are well taken care of, and Alyson is VERY grateful. Carol commented on the amount of ice on the steps. The steps are well sanded by the contractor. Susan said it might be necessary to use a light sprinkling of the safe – melt. Matt will make sure there is an ice scraper at the library. Susan pointed out that we must be cautious to not chop the granite.
- Alyson continues to work on updating her job description.
- The NY Times is on hold, both hard copy and online. Alyson is not purchasing the daily issue, as we are not encouraging people to sit and linger in the library at this time.

Adult Happenings in the Library

- We have introduced our new Facebook book group - SPML Page Turners. This is a private group that talks about favorite books, has monthly group reading goals, and shares book recommendations. This format seems to work better for everyone. It has been very popular so far - 29 members! Lindsey Elsesser runs the group.

Circulation

Alyson presented both Year-End and December Circulation statistics. December was a robust end to the year! 1336 items circulated; the percentages are as follows:

- NHDB: 30%
- Adult Collection: 24% (Non-Fiction was 21% of the whole)
- Youth Collection: 33%
- DVDs: 4%
- Audio CDs & Magazines: 1%
- ILL: 8% (46 in; 55 out)

The Year-End Statistics show us bouncing back after 2020's low. While we are not fully back to pre-pandemic figures, we are certainly on the way - circulating 14,897 items in 2021. This shows that the Library is weathering COVID with strength. 2021 percentages are as follows:

- NHDB: 32%
- Adult Collection: 22% (Non-Fiction is 22% of the larger Adult category)
- Youth Collection: 33%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 8% (671 in, 483 out)

Alyson's Vacation and Sick Time

Neither sick time nor vacation time has been used yet. Alyson hopes to use 2 days held from last year in February.

Treasurer's Report

January reports were not available. Karn will email these when complete.

Karn said she had not moved any funds to savings knowing that work was coming and deposits would be required. Carol reminded everyone that we had a potential donor for some work.

Old Business

- **Grants**
 - No updates this month.
- **Window Project**
 - As yet, there was no reply, per Susan.
- **Donation Eligible Projects**
 - **The Front Doors**
 - Susan reported that Terry Cox felt we should not use the screen doors as temporary front doors as they are in good shape. As such, we will need to cover the entire front and use the back door for access with curbside service while the front door is out of service.
 - After talking with Terry, a recommendation was to include a "not to exceed" cost of \$1500 for the work to close in the front door.
 - A motion was made by Susan to except Terry Cox's estimate for the front door repair (\$5500) and \$1500 add – on. All were in favor. Susan reported that Terry will update and formalize the previous quote to include all work.
 - Susan reported that the doorframe would be repaired and was included in the original quote. She mentioned a storm window for the transom (not needed and costly) and a sweep for the door bottom (not included in the quote). Susan will follow up with Terry on these for more input.

- The back door has a panic bar and a high slide bolt. This will need to be modified so that the Librarian can come in and out of the building if the front door is unavailable during the repair project. Alyson reported the slide bar is always open during business hours so the door does function as an emergency egress.
 - Ken Fairbanks reported that the door hinges are rusted and there is some bottom rot. Eventually the door will need to be replaced.
 - Ken Fairbanks of Fairbanks Lock and Key looked at the door. He provided an estimate for installing a lock for this door. A motion was made by Susan and seconded by Kathy to accept this quote and go ahead with the lock installation for \$255. Alyson will follow up.
 - Susan also reported talking with Mr. Fairbanks about a Knox Box for the backdoor so that Fire/EMS has access to the building. Nothing was finalized.
 - **Downstairs Bathroom**
 - Kathy reported there was nothing new to report. Kathy's husband worked in kitchen and bath design and will look at the bathroom. The consensus was drawings might be a good place to start.
- **Maintenance**
 - The Maintenance Committee (Susan, Kathy, Bob McGuire), along with Alyson, will now meet regularly at 11AM on the second Thursday of each month. They met this past Thursday, 1/13/2022.
 - The flapper on the toilet was replaced to prevent constant running of the toilet. The plumber, Dave Bailey mentioned that there is a fresh air intake that was close to the water heater. Matt reported that John Mann added this to prevent the furnace from sucking cold air in from the windows.
 - Joe asked about a space heater under the front steps to melt ice. Apparently this has been discussed previously but the maintenance committee will add it to the agenda for next month.
- **Budget.**
 - The capital reserve request was changed to \$25,000. Susan and Matt reported that no comments were made about the Library portion of the budget at the Selectboard hearing earlier this week.
- **Email**
 - Matt reported issues with logging in to FatCow. There was some confusion, as Matt did not contact Carol, the FatCow administrator. Rather, he contacted FatCow directly. As a result, Carol wound up spending time resetting administrative passwords because of generic emails that she received from FatCow, not knowing there was no issue with these passwords but with Matt's.
 - Joe pointed that out that often FatCow emails with attachments wind up in his spam account for his personal email. Carol mentioned that Gmail settings for personal email accounts could be updated. Carol and Susan reminded people they should not be relying on personal/private email accounts; use of forwarding/Gmail is strictly a convenience.
 - Susan pointed out that Karn and Carol are trying to work this out and that she did not feel spending the money to switch to Gmail was necessitated just yet. Carol has offered to do a tutorial for setting up FatCow on mobile devices. She will work with people individually to set things up.

New Business:

- Susan asked for a few more days to look over Matt's annual report to the Town.

Potential Action/Agenda items for the next meeting, Thursday, February 17, 2021 at 6:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget spreadsheet discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance:
 - a. Maintenance committee updates.
 - b. Door project.
 - c. Status on having the furnace cleaned.
 - d. Window project status.
 - e. Bathroom work.
6. Job descriptions and Library Director task list.
7. Email issues.
8. Any new business.

The meeting adjourned at 7:44 PM on a motion made by Karn and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller