

**Shedd Porter Memorial Library Minutes**  
**November 16, 2023 Meeting**  
**Approved**

**Present:** Carol Reller, Alyson Montgomery, Kathy Torrey (5:04), Karn McShane, Matt Saxton, Susan Norlander (5:29)

**Alternate:** Joe Levesque

The meeting was called to order at 5:01 PM. On a motion made by Karn and seconded by Joe, the minutes from the October 19<sup>th</sup> meeting were approved.

**Librarian's Report**

**October Income**

- Miscellaneous Fees and Donations: \$6.49
- NH Charitable Foundation Technology Grant: \$10,000
- Book replacement: \$16
- Cornish Public Library: \$20
- Orange Panda Raffle: \$16
- Reed Family Foundation: \$2,500
- NH Charitable Foundation Donation for building renovations (anonymous): \$5,000
- Mascoma Foundation for Restroom: \$5,000 (the grant has been approved although funds are not yet in hand)
- Cinnamon Bun Saturday: \$75

**Children's Happenings at the Library**

- The Scarecrow Party was fabulous! For the 2<sup>nd</sup> year, we had between 60-70 people at the event. The number of scarecrows has increased from 8 to 13, and we also painted pumpkins! We had helpers from both the police and from Vilas School: thank you to Corporal Wendy and to Jodie Brown! Jodie had so much fun she's joined us for Crafternoons since the Scarecrows! What a fun, family, community event!
- Basketball signups are at the library on Saturday morning.
- Storytime on Thursday continues to grow. Our youngest patrons love having their own special time.
- Team Read is reading *A Rover's Story* and will meet during Crafternoons at the beginning of December. Rovers will be made.
- We are planning a Holiday Party for December 8<sup>th</sup>! Thank you to Kathy for your ideas and your help – we are planning on bringing back the gingerbread house decorating!

**Adult Happenings at the Library**

- Because of the Thanksgiving holiday, there will be no Cinnamon Buns this month. We will host Civil Conversation as usual.
- The Page Turners in-person book group will meet on Thursday, November 30<sup>th</sup> to discuss *Deacon King Kong*.

**Administrative News**

- The library closes at 3pm the day before Thanksgiving, reopening Saturday morning. This information will be posted on the website and social media.
- The front door is very difficult to open. This issue was not discussed at the maintenance meeting (wasn't much of an issue at that time). More below.
- Alyson and Barbara Harper shot the YouTube video – the topic is an introduction to Shedd-Porter and what we offer. The video is in "editing" phase – some clips may need to be re-shot due to background noise.

### **Circulation**

Our circulation was robust in October: 1658 items circulated, representing a 17% increase over last year. Huzzah! This was driven mostly by a 19% increase in NHDB/Libby usage. The percentages are below:

- NHDB/Libby: 36%
- Adult Collection: 16% (41% of the total was Non-Fiction)
- Youth Collection: 32%
- DVDs: 4%
- Magazines: 1%
- ILL: 9% (59 in; 96 out)

### **Alyson Vacation and Sick Time**

Alyson will have 12 days remaining at the end of the month and will take more time off in December and early January. We encouraged her to use her PTO.

### **Treasurer's Report and Finances**

Karn reported the reports are in process and have yet to be shared. It was a good month for income! She has paid the invoice for half of the window painting so far. Chris Morrill reported that the glazing was in much worse shape than thought and took longer to repair than anticipated. Karn clarified that the painting was coming from Trustee funds, not from the Town coffers.

Karn continues to pursue a credit card for Library usage and will probably apply to Capital One. She will keep us posted. Susan suggested we use a different bank/source than used by the Town.

### **Public Hearing:**

A brief recess in the regular meeting was held in order to hold the 6 PM public hearing to approve gifts of \$5000 or greater per our donation policy. There were three gifts of \$5000, one anonymous from the NH Charitable Foundation and two from The Reed Foundation (July, October) and a \$2500 grant also from the Reed Foundation (November). Susan made a motion to gratefully accept the grants from the Reed Foundation and from the NHCF; Kathy seconded the motion. The motion was approved. This portion of the meeting ended and we returned to our regularly scheduled programming.

### **Building and Maintenance**

#### **Restroom and Hallway:**

Carol made a motion to ask Bellows Construction to schedule the restroom and hallway work and for the Trustees to use any funds needed beyond grants and donations from our own accounts to pay for the project. Matt seconded. The motion was approved. Susan will contact Barry Bellows with this information.

#### **Front Door:**

Alyson reported that the door is acting up again. A full fix to recurring problems is still pending. We hope this will be addressed at the same time the restroom work is performed.

#### **Windows:**

Chris Morrill's crew has completed half the windows, and they look wonderful. The rest will be completed in the spring.

#### **Gutters and Roof:**

Still ongoing - we are still awaiting a report from Melanson on the work they performed on the roof. Knock on wood, there continues to be no leaking from the roof this summer. As previously reported, we are expecting an estimate to fix the corners with copper rather than rubber; Matt anticipates that this would be a warrant article for 2024. We do not have information about when Melanson's will be able to remove leaves from the gutters.

### **Other Buildings and Maintenance Items:**

- The tree out front has been trimmed by Asplundh.
- Alyson reminded Prescott that Eco salt should be used on the front steps. We have some available.
- John Allan has ordered sockets for various existing and old fixtures – pending.
- The Chair Trolley as recommended by Susan was out of stock by the time we ordered. This is pending.
- The Maintenance Committee will explore a more secure lock for the front door.

### **Old Business**

#### **Grants and Facilities**

The Mascoma Bank Grant was awarded in the amount of \$5000. This was less than we hoped for, but we are grateful for these funds, and they will pay for part of the restroom restoration. Alyson reported that the funds have been received for the technology grant and she has slowly begun purchasing tech items as planned.

#### **Strategic Planning**

Kathy had no new information to report. Matt suggested we be thinking of potential capital improvements for future discussion as we plan what we need for the capital reserve fund. A short discussion ensued about handicap accessibility and ADA compliance and if this was part of the strategic planning process.

#### **2024 Budget**

Carol reported that she and Susan had attended a Selectboard meeting, and that Carol presented our 2024 budget needs, asking for \$47,300 for base payroll and that the necessary FICA etc. be included with the appropriate town line items for these. Carol explained that the Selectboard asked for a breakout of the total payroll costs (~\$51,500) so that they could see details. She will share this information with Mary. There was some confusion as to where the costs for FICA and other payroll taxes were in the Town budget; all concurred this needs to be better detailed. We also need to work out the method of paying the Town for the Director's health care that we agreed to pay.

Carol also reported that Selectman Joel McCarty asked about total Library annual expenses such that he can discuss this with Langdon. We concurred that the Selectboard certainly could ask Langdon for financial contributions but that it was up to the Trustees to think about Langdon's involvement with our board, such as a liaison or as members of a future friend's group. It was also pointed out that our meetings are public yet no one from Langdon attends. Alyson reported that about 20% of our patrons are from Langdon.

Carol also reported that the Selectboard asked regarding potential warrant articles for the Library. Matt stated we hope to have one for the roof but, again, this quote has been requested for some time. Susan brought up the capital reserve and suggested we request \$25,000; we all concurred. Matt will inform the Selectboard of these requests.

#### **Other:**

Kathy and Susan reported about what they learned about friends' groups at a recent meeting they attended that was sponsored by the NHLTA. She came away with the impression that such a group did not necessarily need to be a 501(c)(3) and this would not be something overseen by the Trustees. Matt pointed out that donations to this type of group would not be tax deductible. Kathy mentioned that Janet Warren (patron) would be a good source of information on this as would Brett Morrison who is the Director of Development for the CT River Conservancy. Kathy mentioned that Peterborough had what's called a quiet fund-raising campaign that took approximately 5 years before they went full throttle on their addition.

#### **New Business**

Joe mentioned that it may be more economical and appropriate to restore the original library roof which is actually under the copper. There are thoughts that newer building materials would look appropriate and may solve leaking issues. He asked for the Trustees permission to discuss this with George Born at LCHIP. We

concurrent. Credit for this idea goes to Keith Hanatow, Project Manager for Melanson's, and Architect Ciaran Lavery for the roof replacement idea

**Potential Action/Agenda items for the next meeting, Thursday, December 21, 2023 at 5:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Maintenance/committee updates.
5. Any grant updates including the building assessment project.
6. Strategic planning updates.
7. Technology grant updates including "card on file" alternatives.
8. Liaison concept for Langdon (tabled).
9. Budget process and warrant article status and update.
10. Other old business.
11. Any new business.

The meeting adjourned at 7:25 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

*Respectfully submitted by Carol Reller*