

Shedd - Porter Memorial Library Minutes
April 16, 2026 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Kathy Torrey, Jude Willis, Susan Norlander, Matt Saxton

Alternate: None Present

Guests: Selectboard members Joe Levesque, Joel McCarty

The meeting was called to order at 5:00 pm. On a motion made by Jude and seconded by Kathy, the minutes of March 19, 2026 were approved.

After some discussion, and on a motion from Kathy seconded by Jude, the minutes of the April 8th special meeting were amended to include the following:

Funding source: (\$14,000 grant from the Manton Foundation, through the Association for Rural & Small Libraries)

Contractor: (Al Jeffers & Sons Inc., Townsend, VT)

Electrical work funding: (Shedd-Porter Memorial Library)

Electrical Contractor: (JA Allen & Son Electric, Alstead NH)

Children's Happenings at the Library

- The CLiF Author visit at Vilas School will be on Tuesday morning, April 21st. This visit is also a book giveaway, so it's very popular with the kids. It's always fun to work with Jen Aiken. All students in the Alstead Attendance Area (in preK-6th grade) will be involved.
- Lisa and Alyson have almost finished the Summer Reading schedule - the activities are decided, we are waiting to hear from a few grant opportunities (CLiF, NHSL) to determine the final schedule. We are looking forward to a fun summer!
- The Girl Scout troop installed the magnolia tree on the library lawn near the river in memory of Josiah Dwinell.
- Programming continues: Storytime has been especially well attended lately and it's both fun and wonderful to see!

Adult Happenings in the Library

- Adult programming continues (Civil Conversation and Crumb Together Cafe). We had a great discussion (we always do) of *Before We Were Yours*. Our next book will be *The Three Mothers*. Copies are available at the desk, and all are welcome to join in.
- On June 13th, the Historical Society will be encouraging people to come to the Village: to the Museum for tours, to the Library, as well as to view an art show by local artists. The Library will be open for regular Saturday hours. We are encouraging people to come in to visit the library (perhaps for the first time) and to sign up for Summer Reading. Kathy and Matt have graciously offered to be our Library Tour docents.

Administrative Happenings in the Library

- Tim Jeffers and John Allen will be working together on Monday, April 20th to both upgrade the electricity and install the dehumidifier.
- Susan and Alyson are working on the Putnam Foundation grant application for the drain scoping project.
- The ARSL grant/Manton Foundation final grant report is submitted.

Circulation

Circulation was good in March, with 1485 items moving throughout the community. The percentages are below:

- NHDB: 30%
- Adult Collection: 19% (NF was 32% of the total)
- Youth Collection: 34%
- DVDs: 3%
- Audio, Magazines, and Wonderbooks: 2%
- ILL: 11% (90 in; 79 out)

Alyson vacation and sick time

15 days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. A brief discussion ensued. Susan has not received a final billing from the Town for the balance of 2025 personnel administration nor for the differential in our spending versus budgeted; she did receive an email. The Town has been paid for both.

Jude raised the question regarding what financial expense data we would like to have reported from the Town. She thought that utility costs, payroll and maintenance would be a good start. We concurred and suggested that a quarterly frequency would be wonderful. She and Joe will follow up.

Susan pointed out that the Town of Langdon sent a check which was increased by \$1000 over last year.

PENDING: Mark Danahy asked if we wished to continue to be paid 100% of the annual income from the trust funds. He explained that over time, this practice will erode the value of the money delivered to the library because of inflation. He thought that perhaps the Library trustees may want to receive something less like 80% which would help maintain the purchasing power of the income provided. He is digging into what might be allowed. He also said the Library funds are fairly conservatively invested roughly 32% equity, 6.5% Real Estate, 2.75% cash and 58% bonds. Carol and Susan will work with Mark on gathering more information in this regard.

PENDING: Susan and Carol will continue to work on pursuing answers to these questions. After discussion, we agreed to continue with the plan to move funds to a money market at Three Bearings (voted on at a previous meeting). Susan will let Mascoma know about our decisions.

Maintenance Items and Committee Report

- **Roof:**

PENDING: Susan needs to reach backout to Granite State Plumbing to get the scoping scheduled.

- **“Air Handler” (formerly known as Mini splits)**

- As detailed above, work will begin next week.

- **Other Maintenance Items**

- There was no report regarding the furnace repair work for the door insulation.
- We discussed the need to upgrade the thermostats to the kind that have the ability to monitor humidity levels in the building and that will link with our Wi-Fi. This will be added to the maintenance improvement plan to plan for expenses. Alyson will follow up with Tim Jeffers regarding what he recommends for a commercial thermostat of this type.
- It is time to have the gutters cleaned. Joe will take this request to the Town. The gutters were not cleaned last fall.
- Front door – Kathy feels we should reach out to get the additional information requested from Pinnacle Window and Door. Carol will follow up on the updated quote along with promised information regarding historical standards for painting vs. staining. The contractor will also provide a timeline regarding the length of the project, and he thought that late August/early September was doable for them.

Old Business

Grants and Facilities

The Maintenance Committee discussed grant opportunities for upgrades and maintenance to the building. Examples of grants discussed: NH Preservation Alliance (door/windows), Putnam Foundation (drain scoping).

Updates on the Status of the Contract for the Director and the Personnel Manual

Pending - Carol and Susan followed up on a number of suggested changes. Susan and Carol need to complete a final review and will include the contract for the Director for review by the attorney.

Strategic Planning Update

Kathy had previously shared minutes from a committee meeting. She has been looking for sources of grant money and courses of action to bring funds in to support long range plans. Kathy reported that she has a very generous offer from a patron and she is working out the details with this person; this would be a good source of matching funds for any grants requiring that. The committee also talked about how to solicit major donations. Matt reported that we need to have our “ducks in a row” first in terms of a project/plans to be funded.

Operations and Management Chart

Carol reported that she and Alyson were working on the “Daily Operations” column. Once they finish this, she will share the latest draft to all. No one else had any changes to add.

Alternates for 2026

Kathy informed us that she had reached out to Priscilla Sawa and she was willing to join us in that capacity. We agreed we would like to have her join us. Susan moved that we request the Selectboard to appoint Priscilla as an alternate to the trustees. Matt objected that we were not ready to do this. The motion passed with Matt abstaining. Carol will send an email to the Selectboard in this regard.

New Business

The Selectboard explained that they were here to talk with us as they were with all elected officials and department heads. They wished to discuss the Trustees’ plans, projects, schedules, budget, needs and goals. Carol pointed out that much of the information sought was available in our minutes and on our webpage. Joel thought a URL would suffice; he asked for a specific link to each item. Carol suggested that that idea was not practical and a link to the library webpage was more feasible. Joel did not agree. Susan suggested another document with all the information or a new tab with appropriate documents. Kathy and Susan will work on assembling information and what documents are needed. They will interface with Carol who will include this information on the webpage. Kathy also pointed out that we now have a specific liaison from the Trustees to the Selectboard to make communication easier.

Susan also asked if they were here to discuss the MOU. Joe suggested he share the last MOU with David Hogan and then the Selectboard will discuss the topic and report back through our liaison. Carol suggested that the Trustees also discuss this at their next meeting.

Further discussion centered on financial reporting and the budget process.

Potential Action/Agenda items for the next meeting, Thursday, May 21, 2026 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian’s report.
3. Updates and feedback regarding the Operations and Management Chart (emailed April 17th).
4. Treasurer’s and Finance Committee reports.
 - a. Financial data and reports status from the Town – payroll, benefits, other expenses.
 - i. 2025 final
 - ii. 2026 Q1
 - b. Any additional info from Mark Danahy regarding Town trust fund income stream.
 - c. The \$25,000 from our checking moved to Three Bearings - update.
5. Update from the Selectboard Liaison.
 - a. Alternate appointment
6. Maintenance/committee updates, including:
 - a. Front door work quote and plans.
 - b. Furnace work.
 - c. Roof/ventilation/moisture mitigation update.
 - i. Scoping
 - ii. Air handling and utilization of the \$14,000 grant and its timeline – work completed?
7. Selectboard:
 - a. Review last year’s MOU with the Town.
 - b. Discuss what information should/can go to the website per the Selectboard request.
8. Planning Committee Report.

9. Any grant updates.
10. Updates on the status of the contract for the Director, job description, and personnel manual.
11. Other old business.
12. Any new business.

The meeting adjourned at 7:16 PM on a motion made by Susan and seconded by Carol; the motion passed unanimously.

Respectfully submitted by Carol Reller