

Shedd - Porter Memorial Library Minutes
September 17, 2026 Meeting
Approved

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

Guests: none present

The meeting was called to order at 5:05 pm. On a motion made by Kathy and seconded by Susan, the minutes of August 19, 2026 and September 9, 2026 were approved.

Children's Happenings in the Library

- School is back in session and Outreach is back! Alyson has been to Sarah Porter to read and drop off books already; next up: APS.
- Storytime will continue this fall as soon as we have access to the building. Thank you, Kathy for your continued part in this program.
- Friday Fun at the Library/Crafternoons will begin again downstairs in October and will develop further with new staffing.
- Our newly amended and approved Children's Safety policy will be discussed with parents as young children come back to the library.
- Jessi, Lindsey and Alyson will be at the Langdon Fall Festival, painting pumpkins donated by Pete's Stand. We will bring the donation jar – this is our 5th year at this fundraiser and community building event!
- We continue as a FMRHS job skills work site – welcoming back Daylyn Finnegan and her student this semester, Ari. Ari and Daylyn will come on Fridays to organize the children's room and help reshelve books.
- We have new bookshelves in the Children's Room, and Alyson is grateful to Michael Hawkins for his workmanship! We now have more room for books throughout the youth collection. It looks a lot better and will be easier for patrons to browse. Michael is working on one more bookshelf that will alleviate crowding in Graphic Novels and the Board Books.

Adult Happenings in the Library

- We held Book Club on the lawn, and it was a delightful evening outside! Alyson is working on developing some conversational guidelines for our group and would love input. The Trustees discussed a few options. Our October book is *The Correspondent*. All are welcome.

Administrative Happenings in the Library

- The doors should be back on the 23rd of September. We continue to check books out to patrons during our closure to the public. Alyson has used the time to do a lot of shifting in the Children's room and weeding throughout the collection.
- Thank you to Jane Malmberg and the Walpole Town Library for serving as our ILL van stop during the closure. So very helpful!
- Thank you so very much to Susan for organizing a wonderful Weeding Party! What a difference – the stones around the building now look great!
- As stated in the Children's News, Alyson has hired Rylie Porter, a former volunteer, as a Library Assistant. She will work 5 hours a week, doing both general library work and Children's programming. Her start date is after October 12th for Fridays, and perhaps sooner for Wednesdays. She may also serve as a substitute. Welcome back, Rylie!

Circulation

Given that we were closed to the public for the final week of August, I'm pleased with our August circulation of 1406 items! In 2025, we circulated 1419 items. The percentages are below:

- NHDB: 33%
- Adult Collection: 22% (Non-Fiction was 20% of the total)
- Youth Collection: 31%
- DVDs: 2%
- Audio, Wonderbooks, and Magazines: 1%
- ILL: 10% (58 in; 77 out)

Alyson Vacation and Sick Time

11 days remain.

Treasurer's and Accounting/Finance Committee Reports

- Reports were emailed to all Trustees previously. Discussion ensued.
- Alyson reported that we have still yet to receive the reimbursement from the grant check that the Town deposited in June.
- Carol and Susan still have questions about the Health Trust figures and the payroll number, which they will work on. Therefore, neither the Health Trust nor current payroll figures are included in these financial reports.
- Carol and Susan will reach out to the Town Treasurer again regarding the reimbursement, reports, and payroll figures. Carol will also reach out to Gordon Kemp regarding receiving regular accounting reports; he spearheaded the system conversion.
- Susan pointed out that budget season is rapidly approaching.

Carol reported on the status of other financial projects:

Ongoing:

- She talked with Zach Zwick, a financial planner, at Three Bearings. There are a few options for cash if we choose to move some from our savings account that pays little in interest.
 - Money market options
 - Rates are roughly 3.3 – 3.4 % (prior to the Fed rate hike on the 16th).
 - Not FDIC insured just like all other assets at Three Bearings/Fidelity.
 - Bond rates have headed up, and he thinks money market rates will as well.
 - Second option – invest the funds if we will not need them for a few years
 - There may be some short-term volatility
 - Could follow similar allocation to what we have or could go all bonds if we want to be conservative.
 - Short term CDs.
 - Rates are currently comparable to the money market rates.

Kathy moved that we move \$20,000 to a money market at Three Bearings. Susan seconded. The motion passed. Susan will work with Diana to move the funds to a money market fund.

- Carol reported that Three Bearings has posted the latest Fidelity statement with the other monthly reports.
- Discussion of rates of return and asset allocation of our funds held at Three Bearings was tabled till the next meeting.
- Carol commented that she thinks a subcommittee from the Trustees (perhaps her and Susan since they do a lot of the financial stuff) should make a presentation to the Langdon SB prior to budget season. Her reason for this is that after a conversation with one of them in a casual setting, it was apparent that they were not that familiar with library operations, programs, and funding and it might be wise for us to provide some background information to garnish ongoing support.

Maintenance Items and Committee Report

- The Maintenance Committee did not meet this month.
- Chris Morrill stopped by to inspect the condition of the windows and communicated another possible postponement; looking at past minutes, it seems he was last here in 2023. When Alyson pushed back on this, he said he could be here Monday (9/21/2026). We agreed that Alyson would reach out about starting the work and to communicate we were willing to do one window at a time. Alyson will confirm pricing (time and materials).
- Susan reported that the roof hatch has been ordered and that the Town was aware of this planned work.
- Susan reported that 10 people joined her to help pull weeds from the stones around the building.
- There was discussion regarding the delay of the door being reinstalled. Part of the problem was some miscommunication regarding what coatings were to be used.
- **PENDING** - A new wrinkle in the paint around the stairwell on the opposite side was pointed out by Alyson. Kathy will look into the availability of the person recommended by the Preservation Trust to deal with the new moisture problem.
- **PENDING** - Susan will contact the people recommended to check out the lower parts of the drains.

Old Business

Grants and Facilities

Kathy mentioned Moose grants are open. Susan mentioned that some of the mortar pointing out front is coming loose and asked if this would be a possible project for a grant application. Kathy will look further into this.

Strategic Planning Update

Inviting Ciaran Lavery to our next meeting was discussed. There was a debate about being ready to discuss projects with him just yet. We all agreed there were tasks that needed to be accomplished first.

MOU

Carol mentioned that she thought consideration should be given to including the following in discussions of the MOU with the Town:

- Electrical service, internet services, heating fuel (if any), and pest control services.
- All interior and exterior cleaning and purchasing of supplies needed.
- Inclusion of the Library in the Town's CIP as needed.
- Insurance on the library building and contents against fire and property damage. We also should be sure we have liability coverage and may want to ask about proof of all this coverage.

New Business

Kathy mentioned an upcoming NHLTA regional meeting.

Susan moved that we approve the hiring of Rylie Porter and Carol seconded. The motion passed unanimously.

(NOTE THE DATE CHANGE)

Potential Action/Agenda items for the next meeting, Wednesday, October 14, 2026 at 5:00 PM)

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's and Finance Committee reports.
 - a. Financial data and reports status from the Town.
 - b. Budget prep updates for 2027.
 - c. Asset allocation and rate of return.
 - d. Update on moving funds to a money market at Three Bearings.
 - e. Trust fund asset allocation thoughts and rates of return.
 - f. Grant check reimbursement.
 - g. Any plans regarding a meeting with the Langdon SB.
4. Update from the Selectboard Liaison.
5. Maintenance/committee updates, including:
 - a. Front door work and transom lights.

- b. Ongoing drain scoping and any necessary cleanout.
- c. Status on the roof hatch replacement.
- d. Painting wrinkle issue.
- 6. MOU with the Town.
- 7. Any planning committee reports.
- 8. Any grant updates.
- 9. Other old business.
- 10. Any new business.

The meeting adjourned at 6:56 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller