

**Shedd Porter Memorial Library Minutes
January 26, 2023 Meeting
Accepted**

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

Alternate: not present

Guests: Ciaran Lavery

The meeting was called to order at 5:07 PM. On a motion made by Susan and seconded by Matt, the minutes from the December 22nd meeting were approved.

Librarian's Report –December Income

- Non-Resident Fees: \$40
- Town of Langdon: \$1,000
- Book Replacement Fees: \$18
- Miscellaneous Fees & Donations: \$12.65
- Books sold to other libraries: \$5
- Michael Taylor Donation: \$25
- Carol & Ed Reller Donation: \$250

Children's Happenings

- Children's Programming (Storytime and Team Read) is humming along, and Outreach continues to the schools.
- Alyson has applied for a Revive Your Literacy grant from CLiF. If we receive it, the library will receive free children's books and funds for spring programming for children.

Adult Happenings

- The Needlecraft Group and Coloring Group continue to meet throughout the month.
- The Page Turners in-person discussion on December 29th was delightful - the next discussion will be February 9th at 5:30pm. We are discussing *The Thursday Murder Club* - as always, all are welcome!

Administrative News

- Alyson and Kathy Torrey have been working on the Strategic Plan. The Community Conversation is scheduled for February 2nd at 5:30. More on this below.
- Alyson has submitted her annual report to the Town.
- The State Report is "open", and Alyson is beginning to work on it.
- Alyson submitted the Final Grant Report for the SHARP grant that was received in 2022.
- Although we thought details were clear, there is still an issue as to the pay for Library cleaning being charged to Library accounts rather than the Town's payroll. For 2022, this impacts what the Library may "owe" the Town and it also impacts what Alyson reports to the state. We believe that this has been worked out going forward for 2023.

Circulation

Checkouts were robust in December: 1427, with 580 patrons visiting Shedd-Porter. The percentages are as follows:

- NHDB: 25%
- Adult Collection: 22% (36% is Non-Fiction circulation)
- Youth Collection: 34%
- DVDs: 5%
- Audio & Magazines: 1%
- ILL: 11% (64 in, 94 out)

2022 Circulation was 17,495! Year-end Circulation Percentages are as follows:

- NHDB: 25%
- Adult Collection: 22% (33% is Non-Fiction Circulation)
- Youth Collection: 38%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 9%

Alyson vacation and sick days

New 2023 PTO (15 days) plus 3 days held over from 2022.

Treasurer's Report and Finances

January income and expense reports, reflecting December, were not available.

Building and Maintenance

Bathroom and Hallway:

We are waiting on a quote from Bellows Construction. Susan reported and shared with us the architectural drawings that Ciaran Lavery has developed for this project. Barry Bellows is working with these drawings for quote purposes.

Front Door:

A full fix to recurring problems is still pending.

Windows:

Again, nothing new to report.

Gutters and Roof:

Nothing to report.

Other Buildings and Maintenance Items:

Alyson previously emailed Mary about the lightbulb that is out in the front lawn lanterns. No work has been done. Joe had an action item to email Mary about the lightbulb, but the status is unknown (the bulbs are still out).

From the December meeting - *Alyson did call DPW regarding the snow in front of the steps. The snow was removed but the path was not widened. Joe will follow up with Prescott as no one knew if the DPW or a contractor was clearing the walk this year. Status is unknown as Joe is not present. However, Carol pointed out that the sidewalk was not cleared to the crosswalk. Matt felt the issue could wait.*

Old Business

Grants

Joe was not available, but Ciaran Lavery will contact him to get ready for the next round with LCHIP. Ciaran will bring examples of the various potential grant forms with key dates to the next meeting. Ciaran mentioned that doing a LIDAR scan for digital model of the building would be nice to do as well.

Other Old Business

- We are still seeking suggestions for an additional alternate.
- From the December meeting, *Karn brought up the topic of Alyson's pay versus her performance review. Discussion and comments included seeing how the Director's pay has changed over time, especially since Alyson was originally an hourly employee and is now salaried, and that we should also compare Director pay versus similar size NH Libraries. Susan suggested this be a*

nonpublic part of our next meeting. Karn and Alyson will gather statistics. This is currently pending.

- Carol met and worked with Lindsey to train her in using Wix. Lindsey will be primary on the website and Library calendar with Carol and Alyson available as backup.
- The warrant article for large gifts per RSA Section 202-A:4-c was forwarded to the Selectboard but did not make it to the original list of warrants. Fortunately, it did get discussed at the Selectboard hearing and should be added to the official warrant for March voting.

Strategic Plan:

Community Input:

Alyson and Kathy met a few times to go over the structure of and questions for the initial meeting of community members with an interest in the library. They have scheduled a conversation with a small group (representing some different sectors of the community) for 5:30-6:30 on February 2nd. Goals of this meeting include identifying strengths and challenges facing the Library, and perhaps finding a few more people who would like to continue to help with the strategic plan process.

A questionnaire for the general population has been suggested and distribution by email, posting it on our website, and handing it out at the town meeting and at the library are being considered. The information gathered from our broader community can help us steer our programs and other action to respond to stated needs.

They would like to send a postcard to the broader community with a link to an online questionnaire. The broad reach of direct mailing seems valuable in being able to demonstrate that everyone is invited to participate in the planning process. The budget for the direct mailing plus printing of postcards and printed surveys will be in the \$300-\$500 range. The broad reach of direct mailing seems valuable in being able to demonstrate that everyone is invited to participate in the plan. Some advice from community members who have been involved in fundraising for other organizations has been received and seems helpful.

Grants and Facilities:

Progress has also been made on the research phase of the potential building projects. Kathy has spoken to two people at the Preservation Alliance who have been helpful in steering us to consultants needed to complete the type of historic structure report required for our future LCHIP application. We have a previous structure report for SPML from 2009 and an example of another library's more comprehensive report. It was suggested that we use 2 or 3 different consultants, and perhaps a local person with historic preservation experience, in addition to Ciaran, to help with the grant process for a realistic plan for roof work and assessment for ADA accessibility.

New Business

There was some discussion on the need for representation at the Town Deliberative session to support Library line items and warrant articles. Alyson will pass along to the Trustees an appropriate number for any potential COLA for employees consistent with the Selectboard's proposal for other Town employees.

Potential Action/Agenda items for the next meeting, Thursday, February 16, 2023 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance/committee updates.

6. Director compensation.
7. Strategic planning.
8. An additional alternate.
9. Discuss potential officers for the upcoming year.
10. Any new business.

The meeting adjourned at 6:12 PM on a motion made by Susan and seconded by Matt; the motion passed unanimously.

Respectfully submitted by Carol Reller