

**Shedd Porter Memorial Library Minutes**  
**September 21, 2023 Meeting**  
**Approved**

**Present:** Carol Reller, Alyson Montgomery, Susan Norlander, Kathy Torrey, Karn McShane

**Alternate:** None present

**Guests:** None present

The meeting was called to order at 5:06 PM. On a motion made by Kathy and seconded by Susan, the minutes from the August 17<sup>th</sup> meeting were approved.

**Librarian's Report**

**August Income:**

- Non-Resident Fees: \$40
- Campbell-Counts Donation: \$50
- Cinnamon Bun Saturday: \$50
- Miscellaneous Fees & Donations: \$17.18
- Bathroom Donations: \$56

**Children's Happenings**

- There are new programs for children at the Library, all of which are going well! We have Storytime on Thursdays for our youngest patrons, and then Crafternoons on Friday! Our crafters love it, and the youngest patrons like having their own space. Combined attendance has been the same as when we did one program on Fridays, which is great. Both programs are going into the school newsletter.
- Outreach to APS and Sarah Porter is underway.
- This past weekend Lindsey and Alyson went to Langdon Fall Festival. We painted pumpkins with the kids, did a Storytime, and gave out free books. We had a lot of fun with a lot of kids! Shedd-Porter's presence at the festival continues to grow!
- Lindsey and Alyson are finalizing the date for the Scarecrow Party – either the 13<sup>th</sup> or the 20<sup>th</sup> of October.
- Alyson reported that we are also supplying books for a book group at FMRHS too.

**Adult Happenings**

- The Needlecraft group continues with a steady core and new members joining in as they can.
- Page Turners will meet on September 27<sup>th</sup> to discuss *The Giver of Stars*. Calling the discussion part of a Community Read has attracted new people to the books, and a new member to the library!

**Administration**

- Alyson met with Barbara Harper about the YouTube Channel. They will begin filming the "Welcome to Shedd-Porter" episode on Tuesday, October 3<sup>rd</sup>.
- Carol and Alyson are completing the Tech Grant application from NH Humanities and will have it ready soon.
- Susan reported she found a rack for chairs. She said we need to be prepared to move the chairs prior to the start of the bathroom project. She is proposing buying a rack from Tractor Supply for this purpose; the cost is \$300. Karn offered to take this on along with attempting to get Tractor Supply to negate the delivery fee of ~\$20. Karn also said that if they would not negate the fee, she would arrange pickup at the store where the item would be shipped. Kathy moved that Karn purchase the chair rack described by Susan not to exceed \$350 total; Carol seconded. The motion was approved.

**Circulation**

August is a slow month in libraries – but our circulation stayed strong at 1451 items circulating. The percentages are below:

- NHDB: 30%
- Adult Collection: 21% (32% of total is NF)
- Youth Collection: 31%

- DVDs: 3%
- Audio & Magazine: very small
- ILL: 12% (87 in, 95 out)

**Alyson Vacation and Sick Time**

None used; 13 days remain.

**Treasurer's Report and Finances**

September income and expense reports, reflecting August, were received via email.

Susan reported that an invoice from Bellows Construction for the initial bathroom work was received. Karn has paid the bill for \$3490. Susan continues to work on the Mascoma Bank grant for the bathroom work. She had previously shared this with us via email and solicited comments.

An "invoice" was received from the Town for \$4969.36 for 2022 personnel expenses beyond our budget "allocation". There was no maintenance staff included in this invoice as had been previously agreed. Much discussion ensued about appropriate budgetary requests from the Town. Alyson pointed out that we had made a conscious decision last year to ask for less than we needed to cover personnel (payroll and benefits). In the interim, Carol made a motion to pay the invoice from the Town; Susan seconded. The motion was approved. Susan also stated that we need to give much thought and detail to our 2024 budget.

Carol reported that she did talk with Gordon and Mary to begin detailing costs that the Town pays such as phone, electric etc. She pointed out that the septic system did not appear to have been pumped since the summer of 2020. Alyson will check with Mary on this. Carol also reported that we are paying ~ \$55 to \$60 per month for phone per Mary and QuickBooks, although the 2023 Revenue Report that Mary generates reflects more; this will require clarification and Carol will work on this. It was also noted that the numbers for electric seemed high and Carol will attempt to detail this.

Susan pointed out that we need to be cognizant of upcoming timing with budget submittals. Alyson asked if there was any discussion on the Town's part regarding pay raises or COLAs for Town employees for 2024; no one was aware of any discussion in this regard.

**Building and Maintenance****Bathroom and Hallway:**

Nothing new to report.

**Front Door:**

A full fix to recurring problems is still pending. We hope this will be addressed at the same time the bathroom work is performed.

**Windows:**

Chris Morrill is aware that we accepted his bid. Schedule is pending.

**Gutters and Roof:**

No change from last month - 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.

**Other Buildings and Maintenance Items:**

Nothing new to report - John Allan has ordered sockets for various existing and old fixtures.

## **Old Business**

### **Grants and Facilities**

Details regarding the tech Grant and Mascoma Bank Grant are described elsewhere.

Kathy reported that we will be billed for work on the building assessment prior to SPML being reimbursed by the Preservation Alliance. Kathy was asked to have the invoice sent directly to the Treasurer with copies to herself and Alyson.

### **Other Old Business**

- Kathy and Alyson have discussed the next stages of the strategic planning process. Susan and Kathy attended the regional meeting of the NHLTA. It was stressed, as one of the topics at the meeting, that strategic planning was important to the process of applying for grants and developing plans for renovations. Susan and Kathy also reported that there was discussion on MOU and Friends' Groups at the regional meeting.
- The Memo of Understanding has been signed and Carol will add a copy to the webpage.
- There was discussion regarding the issue of having a "card on file" to pay for technology/online accounts as the Treasurer was not present. As previously reported - *Some alternatives were a separate checking account and debit card, or a bank/gift card loaded with enough funds to cover these accounts on an annual basis. Those present felt a separate checking account and debit card would be an acceptable solution.* Karn would like to attempt to get an American Express Credit/Charge card for SPML before we go the proposed route of another checking account with a debit card. We all concurred.
- Carol and Alyson will meet shortly to finalize details on the Tech Grant and will then submit this to the NH Charitable Foundation.

### **New Business**

There was no new business.

### **Potential Action/Agenda items for the next meeting, Thursday, October 19, 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. Ongoing work with the Town detailing operations and costs.
  - a. Mowing (tabled)
6. Any grant updates including the building assessment project.
7. Strategic planning updates.
8. Technology grant updates including "card on file" alternatives.
9. Tote bag updates (tabled).
10. Liaison concept for Langdon (tabled).
11. Capital Improvement List (Carol)
12. Budget process started.
13. Report about the regional NHLTA meeting regarding Friends' groups (Kathy, Susan).
14. Other old business.
15. Any new business.

The meeting adjourned at 7:10 PM on a motion made by Kathy and seconded by Carol; the motion passed unanimously.

*Respectfully submitted by Carol Reller*