

Shedd Porter Memorial Library Minutes
August 15, 2024 Meeting
Approved

Present: Matthew Saxton, Susan Norlander, Carol Reller, Jude Willis, Alyson Montgomery

Alternate: Joe Levesque (sitting in for Kathy Torrey)

Guest: Karen Schwabe

The meeting was called to order at 5:02 pm. On a motion made by Joe and seconded by Jude, the minutes of July 18, 2024 were approved.

Public Hearing to Accept Donation

The special meeting/public hearing to accept the Reed Family Foundation of \$5000 with no limitations was called to order at 5:04. Susan made a motion to accept the donation and Carol seconded. The motion passed unanimously and was gratefully accepted. The special meeting adjourned at 5:05 on a motion made by Joe and seconded by Susan; the motion passed unanimously. We returned to our regular meeting.

Children's Happenings in the Library

- Summer Reading was a lot of fun! The biggest challenge was several weeks of heat and humidity which affected attendance, but there were many successes! Some examples: local children learned first aid from Alstead Ambulance, learned about the Cold River, and received free, brand-new books from CLiF.
- Alyson has completed the Final report for the CLiF Summer Readers grant.
- We are running a trial Children's Read-A-Thon this August – with the Alstead General Store generously donating ice cream sandwiches! This is the trial period for the reading challenge for children that was discussed last month. So far, we have 6 children actively filling out cards.
- Storytime and Crafternoons will start back up the first week of school. Outreach to Sarah Porter and APS will also begin again.
- We are looking forward to the Langdon Fall Festival in September! We will be doing pumpkin painting again – many thanks to Andrea Cheeney for providing the pumpkins!

Adult Happenings in the Library

- The Page Turners are reading *Lock Every Door* by Riley Sager this month. We will meet to discuss on September 26th. Books are in and, of course, all are welcome.
- Because the Read-A-Thon is working with children, we are looking at an Adult Read-A-Thon this fall. Stay tuned.
- Jodie Brown is establishing a budget for the Little Free Library. We are hoping to use many donated/recycled materials. Alyson set a budget limit of \$50 for this project. Carol suggested a number of people that would likely have odds and ends of materials (aka scrap) that might be pursued.

Administration

- Ken Fairbanks has remade the key/lock for the file cabinet downstairs, which will enable us to move some Treasurer's archived materials into it.
- Alyson and Kathy hope to get back at Strategic Planning work now that Summer Reading is over.
- Matt and Alyson completed the Library Director's review.

Circulation

Circulation was good in July – 1485 items. May, June, and July have been interestingly similar and stable. The percentages are below:

- NHDB: 31%
- Adult Collection: 20% (with 35% of the total being NF)
- Youth Collection: 33%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 11% (76 in; 87 out)

A discussion ensued about various magazines and circulation. Joe offered to share his hard copy of The Economist to save some money which we appreciated.

Alyson vacation and sick time

Alyson plans to take one day off this month which will leave her with 9 days remaining.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously.

A new report titled Alstead Appropriation is another work in progress. Susan has met with Misty Gratacos and obtained the year-to-date payroll expenses incurred by the Library through July, and this is what is included in the July report. Misty will provide this figure to Susan monthly going forward. Discussion ensued on the fact that we were under budget per the Town report. Susan also reported that the Town has a line item in their new format budget for Library bills. She will pursue this to determine what is included.

Yesterday the Library received a letter from the Charitable Trust Unit of the NH DOJ reminding us of the requirement to annually submit a financial report. Susan will be sending the report (which is printed on page 91 of the Town Report) right away.

We also discussed the Alstead reimbursement category in the Library's budget. Both Carol and Susan felt that the category needed to be there, but they disagreed on the dollar value staying as the check was written in 2023 but cashed in 2024. Susan felt the number needed to stay for audit purposes. Another thing discussed was the error message in 2 categories. Options were discussed to avoid this in the future.

Carol brought up that looking at the dollars left for the year, we appear to be over budget for seven months of expenses. After discussion, we decided that if we subtract the Alstead Reimbursement and if we keep in mind that the security category had not been included in our initial budget planning, then we are much closer to plan and a target number for this point in the year.

Susan and Carol discovered that restrictions can be placed on our debit card in terms of where it can be used and for how much. Susan will discuss this further with the bank. This may negate the need for a credit card for online use. Joe pointed out that the smart chip also adds security coverage. Although we did not feel this was the best solution, we feel more comfortable knowing there is more account protection than we originally thought.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Update bylaws as needed. (Susan and Carol)
- Generate a document(s) that defines accounting and financial policies, including succession. Susan has begun to document her monthly process. (Susan and Carol)
- Decide how best to handle email for the Treasurer. (Susan and Carol)

Maintenance Committee Report

- The connectivity and charging possibilities at Shedd-Porter have been greatly expanded! Two electrical receptacles were installed by John Allen, one on either side of the video room door, and each with four sockets. He also created access to an existing receptacle downstairs. This work is being funded through the Tech Grant. Alyson has spoken with John who assures us that these receptacles are high capacity, and there is no fear of overload with our 200 amp service. This work also eliminates the necessity of using extension cords. Alyson will contact Misty to ensure that the invoice comes to us to be paid with technology grant funds.
- We studied the cords tangles at the computers table. Alyson will use the Tech Grant to purchase longer cord power strips, which we believe will be a simple solution for a messy tangle.
- Lindy Norlander donated two stone bookends to be used on the new books display table. Kathy glued felt pads to their base so they would not mar the tables.
- Alyson cleaned the dehumidifier filter in the main room and spoke with Laura about regularly cleaning the filters. Laura will vacuum them going forward.
- Thank you, Jude and Joe, for removing the bricks. We have noted the discoloration on the outside wall and are looking into ways to take care of this.
- The loose baluster has been shimmed by Barry Bellows. A full repair would be a multi-hundred-dollar project, likely less than \$1000, as the woodwork would need to be removed, and pins reset into the stone. We should consider requesting Barry do this work. Susan has already requested a quote.
- Alyson has called Chris Morrill to do the second half of the exterior window painting.
- The front door is on Barry's agenda. He has cleaned up the shims until he can work on securing the pins into the granite.
- The back door well remains a concern, as it often clogs up with leaves, ice, snow, thereby becoming inoperative as an emergency exit. We were wondering about a timber frame shed roof arrangement to at least keep falling snow and ice off of the area. This does drain properly if the leaves are not there.
- We are searching for a vintage appropriate doorstep for the front door, vintage appropriate containers for the ice-melt and sand, and a low, lockable, inexpensive credenza type cupboard to store the financial materials. Our idea is to have it fit within the 34 inches now occupied by the spinner stand, near the circulation desk.
- UNWELCOME ROOF NEWS. On the Saturday following our Maintenance meeting a heavy rain fell. This has now expanded the leak area on the ceiling in the stack room. Laura discovered the paint chips all over the floor. Matt reported that he had already called and talked with Keith Hanatow at Melanson's who will make this a priority. It was noted that the work done this summer was not in the area where this leak had occurred.

Grants and Facilities

We have received the check for \$3050 from the NHPA.

Strategic Planning

Nothing new to report other than what was reported above.

Technology Grant

Alyson is in the process of upgrading malware protection for our computers and this will be purchased with technology grant funding.

Langdon

There was some discussion about the need of having an attorney review the Shedd will. Susan pointed out that funds from Langdon do go directly to us, not the Town of Alstead although it was the Town that had requested funds from Langdon. Consensus was that, at this time, there was no need for legal review of this document.

Other Old Business

- The signed agreement with the Town has been found but has not been shared with the Trustees yet.
- Carol reported that our annual bill for FatCow was invoiced at the expected rate of \$119.88. Jude reported that she, too, had checked Gmail options and concurred with previous findings that the cheapest paid options are currently 6\$/month/user and that SPML does not currently qualify as a non-profit for free Gmail. We also discussed the need for people to delete old emails from FatCow so that their inboxes are not at maximum capacity.

New Business

- Restarting cinnamon bun Saturday's aka Crumb Together Café in September was discussed. Matt reported that there were people here the last Saturday of July even though there were no refreshments. We discussed pastry vendor options – Sail the Sweet Sea, Orchard Hill Breadworks were both mentioned. We agreed we would like to have pastries in September and 2 dozen would be an ideal number. Susan will contact Orchard Hill for pricing in order to compare vendor costs.
- A discussion ensued regarding alternate Trustees. Karen Schwabe attended the meeting to see what is involved as a potential alternate. Susan pointed out that we can have up to 3 Trustees per RSA as well as our bylaws.

Potential Action/Agenda items for the next meeting, Thursday, September 19, 2024 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates.
5. Any grant updates.
6. Strategic planning updates.
7. Technology grant updates.
8. A copy of the 2024 signed agreement with the Town.
9. "Last Saturday" pastries.
10. Other old business.
11. Any new business.

The meeting adjourned at 7:02 PM on a motion made by Joe and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller

Category Summary by Month

1/1/2024 - 7/31/2024
1 Account, 117 Categories, All Tags, All Payees

Category	1/1/24 - 1/31/24	2/1/24 - 2/29/24	3/1/24 - 3/31/24	4/1/24 - 4/30/24	5/1/24 - 5/31/24	6/1/24 - 6/30/24	7/1/24 - 7/31/24	Total
Income								
Book Replacement	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.99	\$39.99
Donations	\$1,050.00	\$50.00	\$3,510.00	\$175.00	\$145.00	\$1,295.00	\$960.00	\$7,185.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$40.00
Langdon	\$5,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$12,600.00
misc. Fees & Donations	\$146.70	\$8.70	\$28.33	\$30.22	\$61.55	\$33.85	\$64.01	\$373.36
Nonresident Fees	\$20.00	\$0.00	\$20.00	\$40.00	\$40.00	\$0.00	\$120.00	\$240.00
Preservation Grant, NHPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,054.00	\$3,054.00
Transfer from Savings	\$0.00	\$18,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$23,000.00
Trustee of Trust Funds	\$0.00	\$4,976.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,976.92
Total Income	\$6,316.70	\$23,062.62	\$3,568.33	\$245.22	\$5,266.55	\$8,828.85	\$4,211.00	\$51,509.27
Expenses								
Alstead Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	-\$4,969.36	\$0.00	\$0.00	-\$4,969.36
Books	-\$470.88	-\$611.02	-\$1,667.61	-\$998.29	-\$1,014.17	-\$781.22	-\$850.79	-\$6,393.98
DVDs	\$0.00	\$0.00	-\$52.96	-\$30.55	-\$88.79	-\$42.99	\$0.00	-\$215.29
Fundraising cost	\$0.00	\$0.00	\$0.00	-\$35.00	\$0.00	\$0.00	\$0.00	-\$35.00
NH Preservation Alliance	\$0.00	\$0.00	\$0.00	-\$1,250.00	-\$3,100.00	-\$715.00	\$0.00	-\$5,065.00
NHDB	\$0.00	\$0.00	-\$1,330.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,330.00
Office/operations/admin/supplies	\$0.00	-\$832.01	-\$548.31	-\$168.61	\$66.78	-\$203.03	-\$117.00	-\$1,802.18
Periodicals	\$0.00	-\$511.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$511.02
Professional Associations	-\$55.00	\$0.00	\$0.00	\$0.00	-\$30.00	\$0.00	-\$180.00	-\$365.00
Programs	\$0.00	-\$14.00	-\$591.60	-\$208.06	-\$333.92	-\$66.13	-\$200.00	-\$1,433.71
Restroom Upgrade	\$0.00	-\$22,166.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$22,166.43
Security	\$0.00	\$0.00	\$0.00	-\$456.00	\$0.00	\$0.00	-\$557.30	-\$1,013.30
Technology Grant	\$0.00	\$0.00	\$0.00	-\$1,209.93	\$0.00	-\$727.96	\$0.00	-\$1,937.89
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	-\$525.88	-\$24,124.48	-\$4,190.48	-\$4,356.44	-\$9,469.46	-\$2,556.33	-\$1,906.09	-\$47,128.16
Total	\$5,790.82	-\$1,061.86	-\$632.15	-\$4,111.22	-\$4,182.91	\$6,272.52	\$2,305.91	\$4,381.11