

Shedd Porter Memorial Library Minutes
November 18, 2021 Meeting
Approved

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

Alternate: not present

Guest: Bob McGuire

The meeting was called to order at 6:02 p.m. On a motion made by Karn and seconded by Kathy, the minutes from the October 21st meeting were approved as modified.

Librarian's Report – October

Income:

- Miscellaneous Fees and Donations: \$21.40
- Non-Resident Fees: \$20
- Town of Langdon: \$5,100
- Colebrook Library (book purchase): \$10

Children's Happenings

- Storytimes at the schools are going well. Storytimes at Shedd-Porter are also robust, with a new group of young attendees. With COVID numbers high locally as well as in NH more broadly, we will most likely have to move to a virtual format for the winter.
- Alyson will attend the Virtual CLIF Conference (via Zoom) on the morning of December 2nd. It is about children's virtual programming during COVID.

Adult Happenings

- Alyson began purchasing the *NY Times* paper edition again, and is happy to see people reading it.
- There were no Cinnamon Buns in October due to rain.

Administrative & Building Issues

- The fluorescent light is out downstairs. Alyson will order replacement bulbs.
- Shedd-Porter now has an Instagram account! Feel free to follow us!
- We now receive ILL vans twice during the week - on Tuesdays and Fridays. This is fabulous!
- As mentioned earlier, COVID numbers are high, and we will continue the mask requirement in the library. There is minimal resistance.
- For Thanksgiving next week, we will close at 3pm on Wednesday. We will then be closed Thursday and Friday, returning on Saturday. This will be posted on the website and social media. We will not do cinnamon buns this month.

Circulation

Total circulation numbers were 1539 in October! The percentages are as follows:

- NHDB: 26%
- Adult Collection: 23% (NF as a percentage of overall adult: 27%)
- Youth Collection: 40%
- DVDs: 4% (Interestingly, libraries all over the state are reporting a reduction in DVD circulation. This is mostly attributed to people beginning to stream video during COVID, but also a reduction in DVD production)
- Audio & Magazines: 1%
- ILL: 7% (57 in; 48 out)

Alyson Sick Time and Vacation

Alyson will be out on the Wednesday prior to Thanksgiving; Gaale is covering. She has 3 remaining PTO days.

Treasurer's Report

October reports were emailed prior to the meeting. Karn mentioned that she and Alyson are paying close attention to bills, as it seems that mail (checks) may be delayed. Alyson also pointed out that she is aware of some vendors having staffing issues. Karn wants to avoid paying an invoice twice. Karn also reported that she moved funds to the savings account.

Old Business

- **Grants**
 - No updates this month.
- **Roof**
 - So far, so good.
- **Window Project**
 - Susan sent an email stating we do not need an assessment or estimate for downstairs; there was no reply.
- **Donation Eligible Projects**
 - Alyson shared a document with some potential projects that could be adopted or might be appropriate for the anonymous donor that had approached Carol last month. This was an example of a way to brainstorm and keep track of ideas. Carol reminded everyone that a donor had come forward wanting to fund a project. Matt's comment was that nothing was shovel ready. Alyson recommended that we ask the donor to endow our front doors – it's the first thing people see when they come in and they are important for security. She also said the downstairs bath would be nice to upgrade as well. Susan suggested that Matt generate a list of woodworkers that we could approach since that his is line of work. Matt declined to do the work. Carol suggested Bellows Construction might be another contractor to approach. Susan will contact Terry Cox in Westmoreland to check on availability or suggestions for other options. Alyson asked Carol to report back to the potential donor on the 2 potential projects.
- **Maintenance**
 - Charlotte has contacted Irving regarding setting up an appointment for furnace cleaning. Irving is supposed to be in touch. Carol suggested calling Landry Oil to clean the furnace. Matt said the Town is responsible for the building so we should not be reaching out on our own.
 - Carol previously emailed an updated proposed list of routine maintenance that needs to be routinely documented. Susan had proposed, via email, that a smaller group or committee be formed to ensure that maintenance was being done as needed. We went on to discuss this. She suggested two Trustees would be adequate and that we might also want to include the librarian and any patrons. Carol commented that a proposed list was never finalized and that there was an agreement with the Town that had already been mentioned as needing review; this would be a starting point. Karn thought it was a good idea although she did not see it as a permanent committee, rather as something to get us into a routine and establish guidelines while working with the Town. Susan thought the committee, coined the Maintenance Scheduling Committee, could present a working document to the Trustees for review. Susan agreed to work with Alyson on this; Kathy also volunteered. Carol said she would forward an updated draft list and the agreements with the Town. Bob McGuire also offered to help the committee.
- **Budget**
 - The 2022 requested appropriation went to Charlotte along with the request for warrant article figures. Alyson thought Charlotte might have adjusted our request higher.

- Carol asked if the COLA that the Selectboard proposed for employees applied to the Library staff as well. No one had an answer. Matt will follow up.
- **Other:**
 - From past minutes, Alyson will update her job description now that the computers are in house. We missed discussing this even though it was part of the proposed agenda for tonight as stated in the October minutes.

New Business:

- Matt proposed finding someone to make the email work. Carol explained that Google is not static and its interaction with FatCow may not be as smooth as in the past. Susan pointed out that we should continue with the “sheddporter.org” tag to our email rather than having Gmail accounts. Carol pointed out that we unfortunately do not qualify for nonprofit Gmail accounts. Karn stated that we should be using FatCow and not relying on forwards to Gmail. She also suggested that perhaps we need a policy to this effect. Karn offered to look further into email issues, particularly the forwarding of FatCow to Gmail.

Potential Action/Agenda items for the next meeting, Thursday, December 16, 2021 at 6:00 PM

1. Minutes reviewed and approved.
2. Librarian’s report and budget spreadsheet discussion.
3. Treasurer’s report.
4. Any grant updates.
5. Window project status.
6. Job descriptions and Library Director task list.
7. Email issues.
8. Any response from the potential donor re project funding.
9. Status on having the furnace cleaned.
10. Maintenance list/requirements, the agreement with the Selectboard, and potential questions for discussion with the Selectboard.
11. Any budget discussion including the proposed wage increase for Town employees.
12. Any new business.

The meeting adjourned at 7:19 PM on a motion made by Kathy and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller