

**Shedd Porter Memorial Library Minutes**  
**July 18, 2024 Meeting**  
**Approved**

**Present:** Matthew Saxton (until 6:15), Carol Reller, Kathy Torrey, Jude Willis, Alyson Montgomery

**Alternate:** Joe Levesque (sitting in for Susan Norlander)

The meeting was called to order at 5:03 pm. On a motion made by Kathy and seconded by Joe, the minutes of June 20, 2024 were approved.

**Children's Happenings in the Library**

- Summer Reading is in full swing! Wildlife Encounters was on a beautiful day and was fabulous; 73 people came! Since then, attendance has been both up and down which we suspect may be due to the heat. When we canceled Field Day due to the weather, 15 people still came!

Darren Perlongo (Alstead Paramedic) was the star of the Local Hero Event: He crowded all the kids into the Ambulance (with the AC on) and they were rapt. They learned first aid, what their hearts sounded like, and what an iris in your eye is (and what happens if you shine a light in it). Thank you to ALL the local 1<sup>st</sup> responders for joining us – they were all stars!

The CLiF event was great, but with lower attendance due to the heat. Marty Kelley was an awesome presenter. The River Walk with Kate Buckman of the CT River Conservancy is Friday – you are all welcome!

- Lindsey, Jodie, and Alyson are working on a potential Reading Challenge for the month of August – we are thinking of including all ages. More on this to come....

**Adult Happenings in the Library**

- The Reading Challenge in the works would include adult readers and could lead to a future summer reading program for adults.
- Page Turners will meet to discuss *Grief is for People* on August 1<sup>st</sup>. All are welcome.
- The Little Free Library the Page Turners group had discussed last year is back in progress! Yea! The town had already approved this venture for the corner by Millot Green. Jodie Brown is leading the project.

**Administrative Happenings**

- Alyson spoke with Misty regarding a town credit card - it would not be a hard hit to her personal credit. All receipts and bills would go to the town. She is happy to continue with the debit card for now (more below).
- This week Alyson spoke with Susan Metsack of the Acworth Silsby Library, helping her with some data as she researches Libby for Acworth's patrons.

**Circulation**

June's circulation total was almost identical to May's, and intriguingly, our Adult Fiction circulation was its highest in 2 years. The percentages are below:

NHDB: 35%

Adult Collection: 23% (of which NF was 31%)

Youth Collection: 28%

DVDs: 13%

ILL: 10% (50 in; 87 out)

## **Alyson vacation and sick time**

10 days remain.

## **Treasurer's and Accounting/Finance Committee Reports**

The transition to Susan taking over as Treasurer continues. Carol appreciates the effort Susan has made to get back at it with the Treasurer's tasks. Reports were emailed to all Trustees previously. Report formats continue to be a work in progress. She and Carol have been debating what should be shown for the "Alstead Reimbursement" since this was a 2023 expense, but the check was actually cashed in 2024. This will be included as a budget category going forward, just in case. Susan also reported that the auditors had no questions about our 2023 documentation!!

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

- Review the budget to actual spreadsheet re uncategorized and update to include all budgeted categories. This has begun but has not had input from our Treasurer, Susan (Carol)
- Decide on the need for a credit card (Carol, Susan, Alyson with input from the Trustees). Carol pointed out that we may need a credit or debit card for some of our online accounts that require a card on file. The issue is if we want the debit card left on file; the consensus was most likely not. We could also consider using a prepaid credit card for these accounts.
- Incorporate monthly expenses that the Town incurs on behalf of the Library into our reporting. (Susan and Carol)
- Update bylaws as needed. (Susan and Carol)
- Generate a document(s) that defines accounting and financial policies, including succession. (Susan and Carol)
- Decide how best to handle email for the Treasurer. (Susan and Carol)
- Carol and Alyson are working on securing the file cabinets we currently have for records etc.
- We discussed the need for a public hearing to accept a donation of \$5000. We will hold this prior to the start of our next regular meeting. Alyson will post this on Facebook and will post a notice on our bulletin board; she will also add it to our calendar.
- After some discussion, we decided that the budget income category "Miscellaneous Fees" should be changed to "Miscellaneous Donations and Fees".

## **Maintenance Committee Report**

- Carol and Susan have emailed Barry about the bathroom door lock, the issues with the front door, and the loose balusters. Barry has the bathroom door lock and will soon come to install it. He will check on the balusters when he comes. Carol provided Barry with an update regarding the issues with the front door that he and Ed Reller had noted previously. It is agreed that the door must be repaired first before any key upgrades take place.
- Alyson and John Allen revisited options for increasing the number of outlets in the building. John will return soon with some ladders to look around on the upper floor for places he could run additional conduit. Regarding the downstairs, there is a four outlet plug currently behind a bookcase containing picture books. Alyson and John agreed that the best option for quickly doubling the outlet potential in that room would be to saw through the back of the bookcase (it is not a historically significant bookcase), moving about 10-15 books. This would provide access to the outlet. The maintenance committee agrees, and John will tackle this project when he comes to check the upstairs conduit. Alyson confirmed that the grant funds that will pay for this work do not need to be spent in 2024 in case it takes some time for John to do the work or bill us.

**Pending** - Joe will create a "map" for electrical load and the building circuits to ensure we are not overloading existing circuits.

- Kathy and Alyson ordered the fire extinguisher stand from Amazon, but then the next day the Cintas man arrived with a stand ordered by the town. Matt is working on this issue of duplicate ordering. Alyson plans to return the duplicate stand. The Cintas man did, however, say that the extinguisher stand could not be placed behind the glass door in the front. It is currently next to the AED as you walk into the office.
- The current dehumidifier is working like a champ, although the dehumidifier in the boiler room may need to be replaced. We discussed the alternate “built in” dehumidifier potential and agreed that there is not currently a good exit strategy for any water (it would go into the drainage ditch in the boiler room). This issue is currently on hold until we decide what type of humidifier to replace the old one with. Alyson will look into this further after Carol shared some links regarding local availability and dehumidifier capacity based on square footage.
- The Melanson invoice for the roof repairs has been turned over to the town.
- Matt asked if anyone knew when the windows on the remaining two sides of the building would be completed. Alyson will follow up with Chris Morrill.

### **Grants and Facilities**

We have yet to receive the check for \$3050 back from the NHPA for this work. Kathy will follow up.

### **Strategic Planning**

Nothing new to report other than Kathy and Alyson feel additional Trustee input may be required. At some point, after summer reading, Kathy and Alyson will meet and prepare info for the rest of us to review in small chunks of time at upcoming meetings.

### **Technology Grant**

Alyson met with John Allan as discussed above. She also met with Nick Sintros about appropriate malware protection for our computers to potentially be purchased with technology grant funding.

### **Langdon**

**Pending** - there was some discussion about the pros and cons of having an attorney review the Shedd will. Carol asked if the NHLTA had an attorney on staff that might assist with this. Susan has to be in contact with them on another matter and she will ask about this.

### **Other Old Business**

- **Pending** - The signed agreement with the Town has apparently been misplaced prior to a copy being shared with the Trustees.

### **New Business**

- Jude asked about the bricks piled out back. Per the conditions report, the bricks are causing discoloration of the granite that they are stacked on. Matt thought they might be used for some type of fundraiser. Carol and Jude felt they should not be left outside for a few reasons. Jude and Joe offered to dispose of the bricks. Carol made a motion to allow Joe and Jude to remove the bricks. Kathy seconded. The motion passed.
- Carol mentioned a possible concern over FatCow renewal costs. We once again briefly discussed other options.
- Carol mentioned an article in the NHLTA summer mailing about conducting the annual review for the Director. Alyson said it will 2 years in October since her last review; she will contact Matt about scheduling something after summer reading is over.

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

1. Public hearing to accept a donation.
2. Minutes reviewed and approved.
3. Librarian's report.
4. Treasurer's/financial reports and accounting procedures committee update.
5. Maintenance/committee updates.
6. Status on electrical work and mapping.
7. Any grant updates.
8. Strategic planning updates.
9. Technology grant updates including the need to expend funds in 2024.
10. Langdon.
11. Door, locks, etc. follow up status.
12. Other old business.
13. Any new business.

The meeting adjourned at 6:55 PM on a motion made by Joe and seconded by Jude; the motion passed unanimously.

*Respectfully submitted by Carol Reller*

# Trustees June Income and Expense Report

1/1/2024 - 6/30/2024  
1 Account, 115 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	Total
<b>Income</b>							
Book Replacement	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.00
deposit	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00
Donations	\$1,050.00	\$50.00	\$3,510.00	\$175.00	\$145.00	\$1,295.00	\$6,225.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
Langdon	\$5,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$12,600.00
Miscellaneous Donations	\$146.70	\$8.70	\$28.33	\$30.22	\$61.55	\$33.85	\$309.35
Nonresident Fees	\$20.00	\$0.00	\$20.00	\$40.00	\$40.00	\$0.00	\$120.00
Transfer from Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Trustee of Trust Funds	\$0.00	\$4,976.92	\$0.00	\$0.00	\$0.00	\$0.00	\$4,976.92
<b>Total Income</b>	<b>\$6,316.70</b>	<b>\$23,062.62</b>	<b>\$3,558.33</b>	<b>\$245.22</b>	<b>\$5,286.55</b>	<b>\$8,828.85</b>	<b>\$47,298.27</b>
<b>Expenses</b>							
Aistead Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	-\$4,969.36	\$0.00	-\$4,969.36
Books	-\$470.88	-\$611.02	-\$1,667.61	-\$998.29	-\$1,014.17	-\$781.22	-\$5,543.19
DVDs	\$0.00	\$0.00	-\$52.96	-\$30.55	-\$88.79	-\$42.99	-\$215.29
Fundraising cost	\$0.00	\$0.00	\$0.00	-\$35.00	\$0.00	\$0.00	-\$35.00
NH Preservation Alliance	\$0.00	\$0.00	\$0.00	-\$1,250.00	-\$3,100.00	-\$715.00	-\$5,065.00
NHDB	\$0.00	\$0.00	-\$1,330.00	\$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	-\$1,685.18
Periodicals	\$0.00	-\$511.02	\$0.00	\$0.00	\$0.00	\$0.00	-\$511.02
Professional Associations	-\$55.00	\$0.00	\$0.00	\$0.00	-\$30.00	\$0.00	-\$85.00
Programs	\$0.00	-\$14.00	-\$591.60	-\$208.06	-\$333.92	-\$86.13	-\$1,233.71
Restroom Upgrade	\$0.00	-\$22,156.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$22,156.43
Security	\$0.00	\$0.00	\$0.00	-\$456.00	\$0.00	\$0.00	-\$456.00
Technology Grant	\$0.00	\$0.00	\$0.00	-\$1,209.93	\$0.00	-\$727.96	-\$1,937.89
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Expenses</b>	<b>-\$525.88</b>	<b>-\$24,124.48</b>	<b>-\$4,190.48</b>	<b>-\$4,356.44</b>	<b>-\$9,469.46</b>	<b>-\$2,556.33</b>	<b>-\$45,223.07</b>
<b>Total</b>	<b>\$5,790.82</b>	<b>-\$1,061.86</b>	<b>-\$632.15</b>	<b>-\$4,111.22</b>	<b>-\$4,182.91</b>	<b>\$6,272.52</b>	<b>\$2,075.20</b>