

Shedd Porter Memorial Library Minutes
June 20, 2024 Meeting
Approved

Present: Matthew Saxton, Carol Reller, Kathy Torrey, Jude Willis, Alyson Montgomery

Alternate: Joe Levesque (sitting in for Susan Norlander)

The meeting was called to order at 5:02 pm. On a motion made by Jude and seconded by Kathy, the minutes of May 23, 2024 were approved.

Income

- Income is now reported through the Treasurer's Reports.

Children's Happenings at the Library

- Lindsey, Jodie and Alyson reviewed the year of Crafternoons – and we are really happy with this new program. Both Storytime and Crafternoons will continue; in fact, planning has already begun for the late summer/fall!
- Summer Reading signups are underway (20 kids so far) and we are ready to go next week! Wildlife Encounters on Friday, June 28th is our kickoff! Sharon Iozzo is going to cover the desk during the program.

Adult Happenings at the Library

- Everyone was happy with the CPR class taught by Alstead Ambulance. Jesse Moore would like to host another – standby for more CPR and AED training.
- Page Turners is meeting next week, Thurs. June 27, to talk about *The Seven Husbands of Evelyn Hugo*. All are welcome.

Administrative Happenings

- The roof has been repaired by Melanson! Hooray!
- Chief Steve came by as part of a Town security initiative to review our One Source system. We needed our panel reset, and while One Source was here, the batteries in all the fire alarms were replaced. We did talk about our system and the status on the front door repair and lock. We also discussed an intrusion alarm. Carol offered to follow up with Barry Bellows on the front door and on the new lock for the bathroom door which has yet to be installed.
- Some libraries were open for Juneteenth, some were not. We were open, but Alyson suggested that this is probably a good time to review all of the federal holidays that we take off or not, such as Veteran's Day too. Alyson pointed out that the bulk of Federal Holidays are when we are closed (most are Monday's) and the only holidays in question are Veteran's Day and Juneteenth. Kathy motioned and Carol seconded that we remain open on both Veteran's Day and Juneteenth; the motion passed.
- Alyson has been helping Kathy with a few final details on the Conditions Assessment, as well as working on the Strategic Plan. Thank you, Kathy for all your work on this!
- Thank you, Carol, for handling the Treasurer duties in Susan's absence! Our processes continue to develop. More details below.
- Carol asked for Alyson to please review what has been bought with the Tech grant. She explained purchases. Carol asked Alyson to confirm if the funds need to be expended this year as we are waiting on electrical work. A discussion also ensued on electrical load and the building circuits. Matt expressed concern about not overloading existing circuits. Joe offered to create a "map" for this. Further discussion revolved around the use of computers for playing games – 2 newer computers had

been corrupted beyond repair, per Staples. Joe offered to look into this further. Alyson plans on adding methods to prevent this happening again.

Circulation

May's circulation was 1497. The percentages are as follows:

- NHDB: 33%
- Adult Collection: 17% (with 35% of that total being Non-Fiction)
- Youth Collection: 34%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 9% (62 in; 74 out)

Alyson vacation & sick time

10 days remain.

Treasurer's and Accounting/Finance Committee Reports

The transition to Susan taking over as Treasurer continues. As Susan has been away, Carol emailed in advance the income and expense report, generated with Quicken. She also shared an actual to budget spreadsheet too. Again, the "Actual to Budget" report takes the place of the Librarian's spreadsheet, from now on. There is a payee report from Quicken that can also be routinely generated – it basically makes Alyson's previous report redundant and unnecessary. Carol reported that the spreadsheet is different than last month as other budget categories have been included and that we hope to add more over time. Carol also used different software this month that was navigated with more ease than Apple's "Numbers" program.

As stated before, this is still a work in progress, and we welcome suggestions or questions. Carol pointed out that we are now working calendar month reporting, so these reports are current through May 31. In the past, the time frame was more Trustees' meeting to meeting. The AFC feels that a calendar month is a bit "cleaner" from an accounting standpoint and should facilitate the audit process as it corresponds to the bank statements.

Carol also reported that she has begun to log expenses into Quicken for June already for July reporting. She also reported that income for June was high as the 2024 stipend check from Langdon was received last week and deposited this week. Carol thanked Alyson for her assistance with dealing with checks needing to be written, documentation, and the deposit process.

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, with her absence this month. (Carol)
- Following up on a credit card from the Town. Alyson did speak with Misty Gratacos who indicated an SSN for the cardholder would need to be attached. We concurred that this was not a best practice for an individual if it was a hard hit to an individual's credit score and we would stick with the debit card until we pursued this further. (Alyson)
- 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)
- We also discussed storage cabinets or file cabinets for records.

Maintenance Committee Report

- Please note that the maintenance committee did not meet this month.
- Alyson reported last month that one of our fire extinguishers needs to be placed in a different location, such as bolted to a wall which may not work here. Alyson was informed of this by Prescott and Cintas who services the extinguishers. Matt offered last month to make a stand that could be placed, with the extinguisher, in a more public/visible place. This item was tabled, and the Maintenance Committee will address this at their next meeting, and we will revisit the topic next month. In the interim, the extinguisher was placed on top of a bookcase such that it was more visible.
- **Pending** - Susan has contacted Barry Bellows to inquire whether he can install the lock on the downstairs bathroom door. Barry has agreed to purchase and install the bathroom lock and will work on the front door. Front door work is also still pending. Note – Carol will follow up in Susan's absence.
- **Pending** - The railing baluster on one of the inside staircases to the children's room is loose. Carol will ask Bellows Construction to look at this.

Old Business

Grants and Facilities

Joe reported that he worked on and submitted the grant for the engineering study on the roof. He stated that LCHIP rejected the application, unfortunately. Apparently, LCHIP did not feel a separate study was needed on how to take the roof apart. Joe had found a local engineer who would consider doing a feasibility study had we gotten the grant.

Kathy stated that the final version of the conditions assessment was submitted to the NHPA. We should be receiving a check for \$3050 back from them for this work.

Strategic Planning

As mentioned above, Alyson and Kathy continue to write up more of the Strategic Plan.

Technology Grant

Alyson continued to purchase items as discussed above.

Langdon

Carol reported that the \$7500 stipend for 2024 from the Town of Langdon was received. Still 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 agreement with the Town was signed tonight. Matt will coordinate signing by the Selectboard. Carol requested that we get a hard copy of the signed document so that it can be scanned and added to our Webpage.
- Further changes to the Circulation Policy were discussed as were the use of emails for suggestions. We concurred that Alyson should use her judgement on suggested changes prior to actual Board meeting and

discussion. A motion was made by Kathy and seconded by Jude to approve the document as revised. The motion was passed.

New Business

Carol brought up a comment that she saw in the Selectboard's minutes from May 29, 2024. The minutes read *"Director Reynolds asks Mr. Levesque for an update on the Library safety audit, and Mr. Levesque replies that he is waiting on one thing and will send Director Reynolds a report (which he'll include the Board on)."* We all agreed that none of us have received this report. Kathy suggested that we reach out such that as a minimum, the Chair (Matt) and the Director (Alyson) receive copies of this and any future reports. Joe stated that he had questioned Mr. Reynolds who said he had sent the report. Joe also said he had addressed Mr. Reynolds' concerns. Matt checked his email and indicated the report was sent to Misty Gratacos on January 3, 2024 who then sent it to only the Selectboard. We asked Matt to forward the report to the rest of us which he did.

Potential Action/Agenda items for the next meeting, Thursday, July 18, 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. Status on electrical work and mapping.
6. Any grant updates.
7. Strategic planning updates.
8. Technology grant updates including the need to expend funds in 2024.
9. Langdon.
10. Door, locks, etc. follow up status.
11. Other old business.
12. Any new business.

The meeting adjourned at 6:50 PM on a motion made by Jude and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller

Trustees Monthly Income and Expense Report 2

1/1/2024 - 5/31/2024
1 Account, 37 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	Total
Income						
Book Replacement	\$0.00	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00
Donations	\$1,050.00	\$50.00	\$3,510.00	\$175.00	\$145.00	\$4,930.00
Fundraising pastries	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$40.00
Langdon	\$5,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,100.00
Miscellaneous Donations	\$146.70	\$8.70	\$28.33	\$30.22	\$61.55	\$275.50
Nonresident Fees	\$20.00	\$0.00	\$20.00	\$40.00	\$40.00	\$120.00
Trustee of Trust Funds	\$0.00	\$4,976.92	\$0.00	\$0.00	\$0.00	\$4,976.92
Total Income	\$6,316.70	\$5,062.62	\$3,558.33	\$245.22	\$286.55	\$15,469.42
Expenses						
Books	-\$470.88	-\$611.02	-\$1,667.61	-\$998.29	-\$1,014.17	-\$4,761.97
DVDs	\$0.00	\$0.00	-\$52.96	-\$30.55	-\$88.79	-\$172.30
Fundraising cost	\$0.00	\$0.00	\$0.00	-\$35.00	\$0.00	-\$35.00
NH Preservation Alliance	\$0.00	\$0.00	\$0.00	-\$1,250.00	-\$3,100.00	-\$4,350.00
NHDB	\$0.00	\$0.00	-\$1,330.00	\$0.00	\$0.00	-\$1,330.00
Office/operations/admin/supplies	\$0.00	-\$832.01	-\$548.31	-\$276.33	\$66.78	-\$1,589.87
Periodicals	\$0.00	-\$511.02	\$0.00	\$0.00	\$0.00	-\$511.02
Professional Associations	-\$55.00	\$0.00	\$0.00	\$0.00	-\$30.00	-\$85.00
Programs	\$0.00	-\$14.00	-\$591.60	-\$208.06	-\$333.92	-\$1,147.58
Restroom Upgrade	\$0.00	-\$22,156.43	\$0.00	\$0.00	\$0.00	-\$22,156.43
Security	\$0.00	\$0.00	\$0.00	-\$456.00	\$0.00	-\$456.00
Technology Grant	\$0.00	\$0.00	\$0.00	-\$1,209.93	\$0.00	-\$1,209.93
Uncategorized	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses	-\$525.88	-\$24,124.48	-\$4,190.48	-\$4,464.16	-\$4,500.10	-\$37,805.10
Total	\$5,790.82	-\$19,061.86	-\$632.15	-\$4,218.94	-\$4,213.55	-\$22,335.68