

Shedd Porter Memorial Library Minutes
November 19, 2020 Meeting
Meeting Held Remotely Via Zoom
Approved

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

Alternate: Joe Levesque

The meeting was called to order at 6:05 p.m. The minutes from the October 15th meeting were approved on a motion made by Karn and seconded by Susan.

Librarian's Report - October

- **Income**
 - Income included another large donation from the Reed Family Foundation. The last Cinnamon Bun Saturday of the season was held on the 31st. This will hopefully resume in the spring.
- **Children's Happenings at the Library**
 - Children's happenings included the last Team Read and Outdoor Storytime until spring and warmer weather. Make and Take crafts will continue for now.
 - Alyson and staff are working on a new program for children and parents via Zoom, involving both book club and an associated craft.
- **Adult Happenings at the Library**
 - Tuesdays continue to be busy.
 - Alyson continues to instruct more patrons on the use of Libby.
 - Alyson has recommended we return to a curbside service model should the Alstead schools switch to fully remote learning. Pick-up appointments will be required. As always, staff should stay home if they are sick at all, no matter the reason, or exposed to COVID. If a staff member becomes sick with COVID, the library should be closed for 72 hours after that staff member is in the library to ensure that the virus is not present on any surface. This is in accordance with our Pandemic Policy.

Alyson stated that the ILL van is still available. Books do quarantine on both end of this.

Kathy inquired if there was any staffing change with curbside service. Alyson said no as books are still being quarantined, pulled and delivered outside, and/or reshelved. Zoom Storytime will also continue. There was discussion regarding our intern Emma being in the building while her school is doing remote learning. Typically we do not have volunteers in the building. Susan suggested finding remote tasks for Emma as an alternative. Alyson will discuss this with Emma and her mother.

It should be noted that the Fall Mountain School Board voted on Wednesday, November 18th, 2020, to return to fully remote learning effective November 30th.

The Library closes at 3:00 PM, the day before Thanksgiving. We are typically closed for the Thanksgiving holiday on both that Thursday and Friday. Alyson recommends we close Saturday as well and reopen on Tuesday, December 1, initiating curbside service at that time. We all concurred. Laura's hours will go down at that time as we will not need extra cleaning.

We briefly discussed operations during poor winter weather. If driving conditions are poor, the library will remain closed and this will be posted on WMUR and social media as needed.

- Digital subscriptions are pending. Alyson will investigate this more during the winter.
- The drop box was painted. Thank you, Matt!
- The sink is still an issue but work may not occur this year because of town funds availability.
- Any discussion regarding a potential raffle for the donated chairs will be put off till spring per Alyson and Matt.
- **Circulation**
ILL was up slightly this month. Alyson stated we have had two strong months considering the pandemic. She stated that most libraries are seeing a reduction in usage during these times.
- **Alyson Vacation/Sick Time**
Alyson will have four days of vacation remaining after Thanksgiving for 2020. She has not used any sick time.

Treasurer's Report

It was decided that, in the hopes of making future meetings more efficient, that we try to limit discussion to highlights and questions. The Treasurer's reports are typically emailed in advance and are available for full review by patrons upon request. Matt stated he would in particular like to know how our investments are doing.

- August and September reports were finalized. October reports were reviewed by all and there were no questions or comments.

Old Business

- **Grants/Painting:**
 - Joe provided the following updates:
 - **Defibrillator:** Joe has found a source that he continues to explore. He had some questions that we discussed in order to complete the grant application.
 - **Painting and plaster repair.** The town received a check for \$4000 from the NH DHR and cut a check for \$4000 for the Library. Alyson should receive this check very soon. This is the first half of the grant. We get the second half when the work is complete, and we send them a report showing the completed work. We also received a plaque from the NH DHR, which we are supposed to display during the repair work. Susan will let the painter know the building will be closed to the public and that it would be a good time for the plasterwork to be done.
- **Budget:**
 - Matt explained that the Town appropriation, in recent years, covers payroll. We also have money in a savings account to help cover contingencies. Karn pointed out that the use of this money needs future discussion. Matt feels that the Library Director and the Treasurer keep adequate tabs on spending, including payroll, throughout the year.

Susan stated that we should have a librarian's/cultural budget, to provide context to the Selectboard when we make our annual request. Susan felt that what we have is a spreadsheet, not necessarily a budget. The issue was more format than the numbers. We concurred that this information did not need to be provided to the Selectboard at this time but would be available if needed.

We went on to discuss the need for a request for funds to the Library Capital Reserve Fund. Susan suggested we ask the Selectboard for an appropriation this year. The next building project would be window work. We agreed that we would ask for \$10,000. We also agreed that we should start looking at costs associated with this project during 2021.

New Business:

There was no new business to discuss.

Nonpublic:

A motion was made by Karn and seconded by Kathy to enter a non public session in accordance with:

*RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

At 7:42, Trustees in attendance when we entered nonpublic included Matt, Susan, Karn, Kathy and Carol. Joe was present as an alternate.

Public session reconvened at 8:11 PM on a motion by Karn and seconded by Kathy.

Potential Action/Agenda items for the next meeting, December 17, 2020 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Any budget discussion.
5. Any grant updates.
6. Status on plaster repair and paint work.
7. Nonpublic.
8. Anything else.

The meeting adjourned at 8:12 PM on a motion made by Kathy and seconded by Karn; the motion passed unanimously.

Respectfully submitted by Carol Reller