

**Shedd Porter Memorial Library Minutes**  
**November 17, 2022 Meeting**  
**Accepted**

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

**Alternate:** Joe Levesque

**Guests:** none present

The meeting was called to order at 5:08 PM. On a motion made by Karn and seconded by Susan, the minutes from the October 20<sup>th</sup> meeting were approved.

**Librarian's Report – October**

**Income:**

- Town of Langdon: \$4,100
- Miscellaneous Fees & Donations: \$14.75
- Matt Saxton Donation: \$20
- Carol Reller Donation: \$10
- Polly Dupont Donation: \$25
- Book Sales to other NH Libraries: \$20
- Non-Resident Fee: \$20
- Cinnamon Bun Saturday: \$100.54

**Children's Happenings at the Library:**

- Lindsey Elsesser began her tenure as The Storytime Lady. We are already drawing new children who come because they know her from school. She has also placed Storytime in the Alstead Primary newsletter – this is new for us – thank you Lindsey!
- School outreach and Storytimes continue.
- The Halloween Parade was fun, and Alyson reprised her role as Professor McGonagall.

**Adult Happenings at the Library:**

- The Library has been busy as we have welcomed in the Needlecraft Group, Civil Conversation, The Coloring Group, and Cinnamon Buns. All are thriving.
- The Page Turners Facebook group hosted its 2<sup>nd</sup> meeting with 8 attendees! We are having our 3<sup>rd</sup> meeting on December 29 – your choice of three Christmas-themed books. All are welcome to join us!

**Administration, Maintenance, and Strategic Plan:**

- Alyson mentioned that Langdon patrons represent about 16% of our active patrons from the period of January 1, 2020 forward to present. This means these patrons have an active card.
- The gutters on the roof have been cleaned – more below.
- Kisha Chambers continues to share her organizing talents with us. Alyson is very grateful.
- Alyson emailed Mary about the lightbulb that is out in the front lawn lanterns. She also mentioned that a patron offered to replace the bright interior lights over the tables; we declined the offer.
- Given the current climate surrounding book challenges, Alyson created a Request for Reconsideration Form to accompany our Collection Development Policy. The Board reviewed the document and voted in favor of adopting the form on a motion made by Susan and seconded by Carol. Alyson will add a footnote to the form showing that it had been approved.
- No developments on the Strategic Plan just yet.
- Alyson's spreadsheet was discussed, and an unnecessary line item was removed. We also reviewed the numbers that we approved last month for our annual line-item request for the Town.

**Circulation:**

We welcomed 1046 patrons into the library in October. This is the highest attendance per month this year. Our circulation was robust: 1,410 items. The percentages are as following:

- NHDB: 26%
- Adult Collection: 22% (with 30% of that total being Non-Fiction)
- Youth Collection: 38%
- DVDs: 4%
- Audio & Magazines: 1%
- ILL: 8% (55 in, 64 out)

**Alyson's Vacation Days and Sick Days**

None used last month. 8 Days of PTO remain.

**Treasurer's Report and Finances**

November income and expense reports, reflecting October, were not available.

Karn reported that with Matt's help, the Town Auditors agreed that there is a division between the Library and Town. We now have our own credentials and our own account on their portal. Karn stated that this has facilitated the flow of information and has made her job much more straightforward. This should save Mary time and effort as well. She also feels that working with them in this capacity may also help with getting our own credit card.

Matt did not have the opportunity to discuss the issue of employee pay for Library cleaning with Mary and the Selectboard. Susan informed us that apparently there was an invoice from April but, upon further investigation, Karn and Susan agreed that we had not received the invoice. There is some concern from the Town that we are ignoring the invoice. We agreed that this is an open item and we all felt that this is an expense that the Town should be incurring and should not be billed to the Library. Matt and Joe will follow-up with Mary on this to clarify the situation.

**Building and Maintenance****Bathroom and Hallway:**

We are waiting on a quote from Bellows Construction.

**Boiler Room:**

Susan reported that the hot water tank was turned on at Laura's request so that she can clean the floors. There is still a leak. Future work on the hot water heater will be tied in with the bathroom work, hopefully.

**Front Door:**

Thankfully, it has been working as it should. Susan will update Terry Cox on this.

**Windows:**

Again, nothing new to report. Matt talked to Chris Morrill who also does windows; he will come and look at these.

**Gutters and Roof:**

Matt reported that the Melanson Company has been here to perform the fall maintenance. Total cost was under \$300 which we all thought was quite reasonable. Matt has requested a written report from the vendor. Alyson relayed that the workers reported that the copper/granite interface appears to be failing per their inspection – there is standing water in this area. They did not think that the problem was in the center of the roof. Matt would also like a quote for repair work as a potential fix to this problem.

**Other Buildings and Maintenance Items:**

Nothing to report.

**Old Business****Grants**

Joe said we were turned down for the LCHIP grant because he had not been able to locate an architect to provide an estimate for the historical structure report that the LCHIP application required. Joe said he tried 10 different architects, and none had time available. LCHIP has said we should contact the NH Preservation Alliance for a qualified architect.

**Other Old Business**

There was nothing new to report regarding AED signage and training.

We are still seeking suggestions for an additional alternate.

**New Business**

Carol reported that she has requested help from the webpage designer in fixing an issue. She is not sure what, if any, cost will be associated with this. Alyson indicated that there are still funds in the tech portion of the budget if needed.

Carol offered to research the RSA pertaining to donations and gifts over the state limit of \$5000. She will forward this information to Matt. Matt mentioned that a citizen had expressed concern that we do not have a 501c3 for accepting donations. This is not an immediate issue as we can and do accept donations using the Town's tax ID #. Discussion ensued about the pros and cons of becoming a 501c3 or having a Friends of the Library group considering the major projects we anticipate. We all agreed that this should be a question to discuss as part of our strategic planning.

Karn reported that the Windsor, VT library is installing a new ADA lift if anyone wanted to go for a tour.

Susan brought to our attention that the Pitcher Fund is unencumbered. Susan thought this might be seed money for the work on the bathroom. As of August reports, there was more than \$24,000 in the fund.

Matt met with Alyson for her annual review. A copy of the form was shared for our review. Kathy moved to accept the review and Susan seconded. The motion was approved.

**Potential Action/Agenda items for the next meeting, Thursday, December 15, 2022 at 5:00 PM**

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Any grant updates.
5. Maintenance/committee updates.
6. Strategic planning.
7. AED signage and training update.
8. An additional alternate.
9. Warrant articles.
10. Any new business.

The meeting adjourned at 7:25 PM on a motion made by Karn and seconded by Kathy; the motion passed unanimously.

*Respectfully submitted by Carol Reller*