

Shedd-Porter Memorial Library Minutes
August 21, 2025 Meeting
Accepted

Present: Matthew Saxton, Susan Norlander, Kathy Torrey, Jude Willis,, Alyson Montgomery, Alternate: Joe Levesque

The special public meeting was called to order at 5:02. The trustees voted unanimously to accept 2 gifts of \$5000 each.

The regular meeting began with approval of last month's minutes Susan moved, Joe seconded.

Librarian's Report

Administrative news

Lyndsey Elssesser has accepted a full-time teaching position, so will not be able to continue running Crafternoons and working with the library team during the week. We will need a new staff person to cover hours on Friday afternoon 1-5 and Weds 3-5. Alyson drafted a job description which the trustees approved. We have money in the budget for this part time Library Assistant position. Lyndsey Elssesser will be able to continue working Saturdays and Jodie Brown will run Crafternoons and help with big events such as the scarecrow party until the new hire is up and running.

Children's Happenings in the Library

- Summer Reading was a success! We had a LOT of fun, read a lot, and Colored our World! Alyson is grateful to all staff that made it happen, as well as the Trustees who supported the programs, and actively jumped in! Thank you!
- Alyson finished and submitted the final report for CLiF Summer Readers and is working on the final report for the Dollar General grant.
- We are looking ahead to Langdon Fall Festival! Alyson and Jessi Dussault will be there to paint pumpkins again. We will purchase pumpkins from Pete's stand.
- Crafternoons, Storytime and School outreach will begin again this fall.
- The CLiF Rural Libraries grant will get into full swing this fall – this is a grant we are awarded for the 2025-2026 school year. Alyson will be working with Jen Aiken at Vilas on fall programming for the children at the schools. Part of the grant is free children's books to SPML –Alyson is working on compiling our purchase list now.
- Also part of the CLiF Rural Libraries grant, \$1,000, is dedicated to Children's Room upgrades. Alyson is working with staff on developing a purchase list. The upgrades will include storage pieces and new bookshelves. We will also be using some of the funds generously donated by the Steuwe family. Whitney Brothers in Keene has been recommended as a go-to for children's furnishings.

Adult Happenings in the Library

- The book club had another great discussion – we are 17 people strong! We are gathering again in September to discuss *Horse* by Geraldine Brooks. All are welcome.
- Our Tote Bag contest is in full swing. A huge thank you to Nicole Telaar for getting this effort up and running! Alyson can't wait to see the submissions – due mid-September.
- Next Thursday evening, we are collaborating with Chase's Mill to host a book swap at SPML. Everyone is welcome!

Administrative

Alyson is working with Carol and Susan on a new personnel manual. The maintenance committee did not meet this month, but building engineers visited August 15. Susan and Joel met with them- see below.

Circulation

Summer is a busy time at the library and July was great at Shedd-Porter! 1536 items circulated – the busiest month in 2025. The percentages are below:

- NHDB: 30%
- Adult Collection: 22% (23% of the total was Non-Fiction)
- Youth Collection: 30%
- DVDs: 4%
- Audio, Magazines and Wonderbooks: 3%
- ILL: 10% (64 in, 97 out)

Alyson Vacation and Sick Time

Alyson used two days in August. Eight days remain.

Langdon Little Free Library

We will be helping set up a little free library and message board near the school with the help of some enthusiastic citizens of Langdon. Our new LFL is active and beautiful.

Treasurer's report

Reports were emailed previously by Susan. We have been fortunate to have money from many sources for programming this year and Susan is learning how to tag specific sources to be better able to track expenditures.

Joe brought up this NH Public Investment Pool. He encouraged us to explore using this pool, as they have a good track record and are currently performing better than our Three Bearings accounts. He will send the board more information about the organization.

Jude asked about the status of the audit and Susan explained that we had all the information the auditors requested.

Susan sent a check to the town for the money for personnel matters.

Maintenance

No news about when Chris Merrill will be able to work on the windows.

We discussed the mini split ideas and are waiting for the engineer's report, so we address the whole systems issues in an efficient manner. Susan mentioned many of the discoveries and recommendations that Ben Brungraber and Annette Dey made during their visit last Friday. We have pictures taken during their visit and then Tafi Brown sent additional pictures she has taken in the past. We discussed establishing a way to make these photos available. We discussed visiting other libraries with the same architect.

We discussed the door refinishing. Barry Bellows will get back to us with a quote.

New business

Alyson and Matt are working on job description, contract and evaluation process.

Joe will host the Crumb together Cafe Labor Day weekend

Meeting was adjourned at 7:00 moved by Jude and seconded by Susan
Respectfully submitted by Kathy Torrey