

Shedd Porter Memorial Library Minutes
December 21, 2023 Meeting
Approved

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

Alternate: Joe Levesque

The meeting was called to order at 5:04 PM. On a motion made by Susan and seconded by Kathy, the minutes from the November 16th meeting were approved with a few minor corrections.

Librarian's Report

November Income

- Miscellaneous Fees & Donations: \$36.76
- Restroom Donations from jar: \$34
- Manchester City Library Book Replacement: \$19.99
- Other Library Book sales: \$25
- Non-Resident Fees: \$60
- Michael Scott Taylor Donation: \$20
- Inga Green Donation: \$100
- Joe Levesque & Jude Willis Donation: \$200
- Carol & Ed Reller Donation: \$500 (for Restroom)
- Kate McGrath & Karl Townsend Donation: \$30

Children's Happenings at the Library

- The Holiday Party was **fabulous!** 55 people joined us to make gingerbread houses and listen to festive stories read by our own Kathy Torrey! Thank you, Kathy!
- Storytime and Crafternoons continue with our regulars – and several new families! These two programs will not be offered while Alyson is away.
- Outreach to the schools continues.

Adult Happenings at the Library

- This month's book for the Page Turners group is *Tiny Beautiful Things* by Cheryl Strayed. The meeting is January 25th, and all are welcome.

Administration

- A computer glitch at the Ingram warehouse has delayed our December book shipments.
- With our Technology Grant funds, Alyson ordered our new printer, and it has arrived! We now have the capabilities to print in color, as well as scan to email. Because we need more expensive toner for this printer, Alyson thinks an increase in price to \$.20 for black and white copies is appropriate. She reviewed other libraries, and color printing fees have considerable range; she recommends \$.50/per page for color. We concurred.
- Alyson and Kathy Torrey are meeting in January to work on the Strategic Plan – specifically the Vision Statement.
- Alyson plans to start the Town report after the holidays.

Circulation

November circulation was amazing – 1702 items circulated throughout the community led by the Youth Collection! This is the highest November circulation to date. The percentages are below:

- NHDB: 33%
- Adult Collection: 15% (40% was Non-Fiction)
- Youth Collection: 39%
- DVDs: 5%

- Audio & Magazines: .5%
- ILL: 8% (58 in, 70 out)

Alyson vacation and sick time

Gaale is going to cover for Alyson's vacation, the two weeks after Christmas, leaving Alyson with 2 days carry over as previously approved. We will close at 5 on those two Thursday's.

Treasurer's Report and Finances

Reports for October were received via email prior to the meeting. Karn reported that November reports are forthcoming. We discussed what type of larger, nonroutine bills would be coming up this winter so that Karn knew how much to keep in the checking account rather than moving funds to the savings account. Technology grant expenses were thought to be the only known expense with the hope that we would also have restroom renovation expenses sooner rather than later.

There was also discussion about moving funds from the savings to a money market to improve our yield. The Trustees concurred that Karn should proceed per her plans to do this through Three Bearings. A motion was made by Karn and seconded by Susan to move \$50,000 to a money market if she feels this is a feasible plan with Three Bearings. All were in favor. Karn said if she has any reservations, she will wait to discuss this at our next meeting.

A credit card for Library usage is pending till after the holidays.

Building and Maintenance

Restroom and Hallway:

We are waiting for a start date for the project from Bellows Construction.

Front Door:

No change - Alyson reported that the door is acting up again. A full fix to recurring problems is still pending. We hope this will be addressed at the same time the restroom work is performed.

Windows:

This project will be completed come springtime.

Gutters and Roof:

Melanson came to the library and completed the year-end gutter cleaning. The invoice for the work has been passed on to the Selectboard.

We received an estimate from Melanson for ~ \$30,000 to fix the roof corners with copper rather than rubber; Matt will submit this as a warrant article for 2024.

Other Buildings and Maintenance Items:

- John Allan has ordered sockets for various existing and old fixtures. When John has an opportunity to install them, it will require the library to be closed (electricity will have to be off to the building for about a half day – hopefully a Monday project).
- The two chair trolleys have arrived and have been assembled. Thanks to Joel McCarty and Lester Phillips!
- A Safety Inspection of the building was completed by Steve Reynolds of the Office of Emergency Management. He was most focused on the 2 entrances to the facility. He has made a report to the Selectboard.
- The Maintenance Committee will explore a more secure lock for the front door – pending.
- Kathy reported the NH Preservation Alliance is hosting The Northeast States' preservation alliances and are in Walpole on January 4th and 5th. Andrew Cushing has asked to come to Alstead between

2:50 and 3:30 on Thursday the 4th and visit the library. Susan and Matt plan to be here to host the visit as Kathy and Alyson are not available.

Old Business

Grants and Facilities

Joe reported that the Town has received a \$13,000 grant to install sidewalks from the school to the library! A committee of stakeholders will be forming, and Joe asked if anyone was interested.

Strategic Planning

See above under Librarian's Report.

2024 Budget

Town budget work is ongoing. Joe reported that FICA for all employees, including Library employees, will appear on one line in the budget and will not be broken out by department.

Carol reported that she had a request from Selectman Joel McCarty regarding 2023 library income and a copy of the will.

Matt will inform the Selectboard of the request for \$25,000 for the Library capital reserve.

Other:

Carol reported that we, once again, had issues with emails to Gmail accounts not going through. FatCow finally helped resolve the issue after much back and forth. Carol understands how this happens and what a potential fix may be the next time around. She is not sure why it is happening and if it is really FatCow, Google, or Wix (website host). She and Alyson did meet and have brainstormed some potential cost-effective alternatives to FatCow if this continues to be an issue. Carol would like to wait this out before we make any changes as she would like to try a potential remedy the next time around.

New Business

Nothing new to report.

Potential Action/Agenda items for the next meeting, Thursday, January 18, 2024 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Maintenance/committee updates.
5. Any grant updates including the building assessment project.
6. Strategic planning updates.
7. Technology grant updates including "card on file" alternatives.
8. Liaison concept for Langdon (tabled) and their annual stipend.
9. Budget process and warrant article status and update.
10. Other old business.
11. Any new business.

The meeting adjourned at 6:35 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller