

Shedd - Porter Memorial Library Minutes
October 16, 2025 Meeting
Approved

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

Alternate: Joe Levesque

Guests: None

The meeting was called to order at 5:04 pm. On a motion made by Kathy and seconded by Susan, the minutes of September 18, 2025 were approved.

Librarians' Report

Children's Happenings in the Library

- The Scarecrow Party is Friday! We are all excited! Any staple guns, with staples, and hammers (to borrow) would be appreciated. Thank you to the Gowen family for the hay!
- Children's Programming and Outreach continue. SPML will again be a Trick or Treating stop on the APS Halloween Parade - 9am on Halloween!
- The Langdon Fall fest went well and was much fun!
- The CLiF books from the Rural Libraries grant have started to arrive. They come partially processed (with covers and spine labels), so they get on the shelves rapidly. We have scheduled the CLiF Fall Author visit (the kick-off) to the school for Tuesday, 12/16.

Adult Happenings in the Library

- Saturday adult programming continues. All are always welcome!
- We had another wonderful book discussion - this time of *The Icon and the Idealist*. This month we are all getting a good scare with Shirley Jackson's *The Haunting of Hill House*.
- The Art Contest has moved into the display portion of the timeline. Alyson has contacted the judging panelists, and they will meet on October 30. Nicole Telaar has done a lot of work on the contest and getting the artwork ready for presentation. Thank you, Nicole!
- The Little Free Library for Langdon has arrived. Many thanks to Jessi Dussault for painting and prepping it for installation on the Old Langdon Fire Station. The LFL at Shedd-Porter continues to get compliments and high usage!

Administrative Happenings in the Library

- Alyson has been working on the 2026 Budget and the Personnel Manual with Carol & Susan.
- We are a member of MHEC, a Massachusetts purchasing consortium that all NH public libraries are invited to join. Through MHEC, we receive our Ingram and Library Store discounts. Now, through MHEC, we have established an Amazon Business Prime account. We will be using this account for supplies and DVDs as before, but now also for some books. Amazon beats Ingram sometimes in pricing and certainly is doing better than Ingram currently on product delivery.
- We had a great meeting with Peter Yost about the drains in the roof, as well as dehumidification of the building. A recording of the meeting will be available. More below.
- The boiler was serviced/cleaned October 15th. Andrew Foster, the service tech from Irving Oil, reports that the insulation on the inside of the boiler door is coming apart. He is ordering insulation and will come to install it. He will report this finding to the Town.
- We concurred that the Library would be open on Veteran's Day, Tuesday, November 11.

Circulation

Circulation was good in September - 1308 items. The percentages are below:

- NHDB: 30%
- Adult Collection: 25%; of the total number, 34% was Non-Fiction
- Youth Collection: 28%
- DVDs: 3%
- Audio, Magazines, and Wonderbooks: 2%
- ILL: 13% (96 in; 69 out)

Alyson vacation and sick time

Eight days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Carol asked if Trust Fund Income was the same as Trustee of Trust Funds. One appears in the spreadsheet Budget to Actual, and the other is in the Quicken report. We agreed that we preferred that Trustee of Trust Funds Income as a category name. Joe pointed out there were other categories not the same; Susan and Carol will review this as part of the budget process. They will also look at some of the formatting for dates and fonts in Quicken reports.

Joe asked about the rate of return on the ADA fund which is in a savings account. He offered to see what Mascoma offered that would yield better interest.

Jude also asked numerous questions.

Susan reported that the IRS form is still pending.

Pending items for the AFC as of now include the following. These are not in any particular order:

- Generate a document(s) that defines accounting and financial policies, including succession.
- Complete organizing old files and the file cabinets.

Maintenance Items and Committee Report

- **Roof:**

Susan shared a link to a recorded Zoom meeting held today with Susan, Kathy, Joe, Alyson, Joel McCarty, Ciaran Lavery, Peter Yost and Keith Hannatow. Susan will develop a written summary. A plan was developed in order of priority:

- We need to know what is going on with the drains. This could be done with a borescope to establish where the drains go and if anything is blocking the drains. Keith Hannatow will contact Septic Pro and ask about utilizing some of their tools for this task.
- Discussion of dehumidifying followed. Peter Yost talked much during the roof meeting about stone porosity, building construction, and the flow of moisture. He felt strongly that we should dehumidify from the ground up. A recommendation was made to hire Granite State Plumbing and Heating to establish what type of industrial dehumidifier would be needed. Keith Hannatow will reach out to them in this regard.
- The feeling from the roof meeting was that these two items need to be addressed prior to considering mini split installation.
- It was noted that there may be an issue with amount of ventilation in the attic such that condensation has no egress. This may have resulted from insulation added at some point.
- The meeting info/link will be shared with Bill Rose who did not attend.

- **Mini splits**

Pending until more roof planning is done. This grant is good till spring of 2026 and may be used for dehumidifying as well per Alyson.

- **Other Maintenance Items**

- Front door – Carol talked to Barry, and he will work on the quote. Pending quote receipt.
- The downstairs toilet is shifting around slightly. Alyson will contact Matt Beam.
- The tree in the front yard by the street had a large branch that was beginning to get in the way of where cars like to park. Joe trimmed it back, and we are grateful!
- We have not heard anything further from Chris Morrill regarding the painting of the windows. Matt will reach out.
- Joe is still looking into a spill dam for the downstairs boiler.
- Alyson installed reflective tape on the stage step.

Old Business

Grants and Facilities

There was nothing new to report.

Updates on the Status of the Contract for the Director

Carol had previously shared the personnel manual draft via email. Joe and Jude asked about the Nondiscrimination Statement. Susan and Carol will discuss this with the Attorney. Carol requested we discuss any manual issues rather than grammar. Jude will share her marked up copy with Carol, Susan, and Alyson. We then discussed a number of items. Carol, Susan, and Alyson will review any additional changes needed and prepare questions to discuss with our attorney based on this review.

New Business

• **2026 Budget Prep**

Carol, Susan, and Alyson met to review details for the Operations/Director's Budget for 2026. A draft of this was shared and discussion ensued. Carol pointed out that personnel numbers also needed to be finalized. She also mentioned that there was some debate with the number the Town was using for our budget versus what we had requested last year, and this needed clarification. Joe pointed out that the number should be the same as what is published in the MS – 636 which goes to the State. Carol will forward to Joe an email from Misty detailing what the Town is currently using. Joe will also check on the # that went in for the phone budget as Carol pointed out this number was far lower than last year's actual and she did not understand why it had been basically cut in half. There was another appropriation number in the Town report that was already over budget and Carol pointed out this did not make sense; Susan and Carol will also follow up on this.

At Kathy's and Alyson's suggestion, we agreed to raise the ILL Replacement expense category from \$30 to \$60. Susan pointed out that numbers need to be added for the Building Restoration category (Matt recommended \$3000) and a category needs to be added for the front door restoration (Carol suggested \$3000). There was discussion on the difference between building repair versus building restoration. Susan and Carol will meet to finalize recommendations and then request a nonpublic meeting date possibly sooner than the regular November meeting.

Potential Action/Agenda items for the next meeting, Thursday, November 19, 2025 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
 - a. IRS form update
 - b. Info from Joe about alternatives to the savings account for the ADA fund.
 - c. 2026 budget prep update including clarification of 2025 numbers from the Town.
4. Maintenance/committee updates, including
 - Window painting status,
 - Mini Splits and utilization of the \$14,000 grant and its timeline,
 - Spill dams.

- Front door work.
- 5. Roof work update.
- 6. Any grant updates.
- 7. Updates on the status of the contract for the Director, job description, and personnel manual.
- 8. Other old business.
- 9. Any new business.

The meeting adjourned at 7:22 PM on a motion made by Susan and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller

