

**Shedd Porter Memorial Library Minutes
February 22, 2024 Meeting
Approved**

Present: Carol Reller (acting chair), Alyson Montgomery, Kathy Torrey, Karn McShane

Alternate: Joe Levesque

The meeting was called to order at 5:06 PM. On a motion made by Kathy and seconded by Carol, the minutes from the January 18th meeting were approved.

Librarian's Report

January Income

- Miscellaneous Fees and Donations: \$8.70
- Fidelity Charitable Anonymous Donation: \$50
- Book Replacement: \$17
- Trustee of the Trust Funds: \$4,976.92
- Farmington Library: \$10.00

Children's Happenings at the Library

- It seems hard to believe, but planning has begun for Summer Reading 2024! In addition, Miranda Spencer from Chase's Mill has reached out to inquire about a collaboration this summer. More on this to come...
- Alyson is applying for a CLiF Summer Readers grant. The theme this year is "Adventure Begins at Your Library".
- Children's programming, outreach, and general activity in the library in January was robust and happy!
- Programming paused last week due to staff absences, but it is returning with gusto during Winter Break.

Adult Happenings in the Library

- The Page Turners book club will be meeting at the end of March to discuss Bill Bryson's *One Summer*. All are welcome. We enjoyed a great discussion of *Tiny Beautiful Things* in late January.
- All other adult programming continues.

Administrative Happenings

- After discussions with the Technology Librarian at the State Library as well as with Jane Malmberg of the Walpole Town Library, Alyson is proposing the following changes to non-resident fees:
 1. To increase our Non-Resident fees to \$40 per year.
 2. A rule that anyone renewing a non-resident card must come into the library in person to do so.
 3. All juvenile cards for non-Alstead or non-Langdon residents attending Alstead schools should NOT have access to Libby – these cards should be for print materials only.

These changes are largely due to increasing Libby usage & costs. Alyson wants to maintain digital equity for our town residents as well as our Non-Residents. Alyson, in her discussions with Jane Malmberg, discovered that some Langdon residents had, at some point in the past, come in to the Walpole library and told the Librarians at that time that Langdon had no library access and asked for free access to Walpole. Walpole will now change this policy, allowing those from Langdon to ride out their current terms before needing to purchase a nonresident card.

We decided to go with an increase to \$40 for nonresidents and will revisit costs and fees in December to see if additional increases are needed for 2025. Alyson will look at the circulation policy to see if any updates are required for nonresident fees.

- The maintenance committee concurred that the bathroom door should have a lock and it should be one that can be opened from outside the bathroom Ken Fairbanks advised that there are a few options for bathroom locks. Both are inexpensive. We concurred that the vacant/not vacant slide type lock would be adequate.

- Alyson has not made technology purchases with grant money in the past few weeks but will begin again. The new printer is marvelous.
- Alyson is working on the report for the State, and it is almost finished.

Circulation

2024 started out with a bang! Wow! 1848 items circulating in the community is an all-time high. Libby usage also hit a new high – 631 items and 88 unique users. The percentages are below:

- NHDB: 34%
- Adult Collection: 17% (35% of the total is Non-Fiction)
- Youth Collection: 35%
- Audio & Magazines: 1%
- ILL: 9% (72 in, 89 out)
- DVDs: 5%

Alyson vacation and sick time

Alyson has used up all of her 2023 vacation time and still has 15 days for 2024.

Treasurer's Report and Finances

November, December, and January reports were received by email prior to the meeting. Movement of funds to a money market is pending. Carol asked if the "Fund Transfer from Mascoma Savings" in the December expenditures report should say "to" instead of from. Karn concurred and will make the change.

Carol asked if we need to continue paying for Zoom at \$150 per year. The consensus was this was no longer needed. Alyson will contact Zoom to see if we can get a prorated refund or cancel prior to the next billing. There was also some question about the Microsoft fees. Alyson will make sure this is for our current Office subscriptions and will attempt to get a statement for Karn's records.

A credit card for Library usage is pending.

Karn brought up the idea of hiring a bookkeeper, as an employee of the Library, to handle check writing and report generation. We concurred that a job description would be required, and bylaws would need revising. Carol asked Karn how she would like to proceed in terms of defining these changes. Discussion ensued. Alyson and Carol offered to assist in this process. Joe offered input since he is the Treasurer for the school board. All concurred.

We also discussed electronic invoices and how they are handled. Carol pointed out that things going directly to Karn or to Alyson may be a problem if for some reason they are not available and no one else can access their electronic accounts. We may need to review how we pay bills in terms of checks or using a credit or debit card.

In summary, Carol and Alyson will meet to investigate financial work flow and job descriptions.

Building and Maintenance

Restroom and Hallway:

The bathroom has turned out wonderfully! The next step is to clear up storage in both the boiler room and the storage room.

The committee recommends purchasing a third chair cart to store the chairs that are in the boiler room; these were placed in there by the Bellows Construction staff. The goal is to store things used regularly to be stored on moveable trolleys while considering any safety issues. Also in the boiler room is the big desk that was formerly in the bathroom anteroom, along with other items that were being stored on the desk.

Susan, in the maintenance committee report, asked if we wished to vote to "deaccession" both the desk and the old typewriter. We concurred. Karn asked if the Town staff could remove the material to the transfer station. Alyson will take this action item to arrange to have this and anything else appropriate removed. Alyson and staff will be

working to organize materials and to decide what else might be disposed of.

Many items related to past and present Library programming are contained in the storage room. The Maintenance Committee recommends a work party, directed by the Librarian and comprising trustees and other volunteers, to help review and organize the room. This work party should be held on a day that the library is not open to the public.

Work has begun on reviewing the books held in the big cabinets at the far end but needs to continue. Shelving similar to that purchased recently for the boiler room would be useful in the storage room. Plastic bins could make the existing shelving more functional. A goal in this storage room project is to free the door that leads to the boiler room, so that second exit safety standards can be observed. It is important to note that door access has been unavailable for a very long time, preceding the current librarian's tenure.

Bruce Bellows did come by and take several books for the Historical Society that he thought had any connection to the history of Alstead.

Karn suggested that in this process of cleaning and organizing, it would be wise to have a secured storage or file cabinet for the Treasurer's materials and equipment.

Alyson has ordered hard copy pictures of the bathroom renovation for our albums and will have progress pictures added to social media.

Front Door:

Susan reported that the front door issue is on Barry's radar. Alyson did talk to Ken Fairbanks who said there are ways to add a deadbolt but a historic looking lock that would fit the door thickness would be costly. This is still pending.

Windows:

This project will be completed come springtime.

Gutters and Roof:

Matt submitted this as a warrant article for 2024. We will know more after March 12.

Other Buildings and Maintenance Items:

- Still pending and Alyson will call again - John Allan reports sockets have arrived. 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).
- During spring and/or summer, an outdoor work party could help clear weeds from the gravel edges surrounding the library. Other beautification projects would also be possible.
- The maintenance committee suggested Taylor Welding should be contacted regarding the loose outside front step railing. No one has been assigned to contact Taylor Welding. Joe reported however, that Prescott has a town purchased welder and we should contact him first for the repair. Alyson will pursue this.

Old Business

Grants and Facilities

Joe previously reported that he had emailed Ciaran's RFP about the original Library roof to George Born at LCHIP in order to gauge his response. As of this writing, Joe has had no response.

Kathy reported that the draft of the conditions assessment report should be ready by the end of the month.

Strategic Planning

Kathy handed out what she and Alyson had worked on and requested some time at the next meeting to discuss and expand on their work to date. Carol requested an electronic copy so those not present would also see this material in advance and to prepare for our next meeting.

2024 Budget

Carol reported we were a little under (~ \$3600) in our calculations for the payroll line in the town budget. She asked for this to be changed at the deliberative session during the discussion of article 2 and the change was approved.

The request for funds for the Library capital reserve has been placed on the warrant.

Other:

Nothing new to report.

New Business

Discussion of possible officers for 2024 ensued. Karn suggested an alternative for Treasurer should be considered. We also discussed option for the Chair.

Alyson reported the need to recruit additional subs.

Potential Action/Agenda items for the next meeting, Thursday, March 21, 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 including detailing the goals generated with specific action items. Kathy asked for extra time to discuss this.
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. Election of 2024 officers and bylaw compliance.
11. Other old business.
12. Any new business.

The meeting adjourned at 7:20 PM on a motion made by Joe and seconded by Kathy; the motion passed unanimously.

Respectfully submitted by Carol Reller