

Shedd - Porter Memorial Library Minutes
April 10, 2025 Meeting
Approved

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

Alternate: Joe Levesque serving for Kathy Torrey

The meeting was called to order at 5:02 pm. On a motion made by Susan and seconded by Jude, the minutes of March 20, 2025 were approved.

Librarian's Report

Children's Happenings at the Library

- Programs are running smoothly, both in the library and school outreach.
- Alyson has begun working on the CLiF Rural Libraries Grant. Jen Aiken at Vilas is on board and is requesting necessary approval from Kevin Hicks, principal of the Alstead Attendance Area. This grant would be for the 2025-2026 school year. Both the Vilas School Library and SPML would receive free new books. We would also host two author visits in the schools (one in each semester) and the children would receive free, new books to keep! It's a great program!
- The Summer Reading schedule is mostly set – there may still be some movement and rearrangement pending the response from the CLiF Summer Readers grant. We always try to stay flexible and nimble during summer reading. This year features both Carol and Kathy! Thank you, both!

Adult Happenings in the Library

- The Page Turners hosted a great discussion of *North Woods*, and we are looking forward to discussing *Inheritance* by Dani Shapiro at the beginning of May. The books are in and copies available. Alyson reports that new people join the group every time.
- Crumb Together Cafe was officially cancelled due to weather in March, but an unofficial CTC was held anyway! Thank you to Joel and Susan for hosting this! CTC and Civil Conversation will be running in April!

Administrative Happenings

- Federal updates: ILL is still running. The vendor that compiles the yearly library statistics for the NH State Library and IMLS was cancelled before all libraries submitted their reports (ours is in!). IMLS staff are on administrative leave and there continue to be many unanswered questions.
- Jane Malmberg, Director of the Walpole Town Library met with Alyson to discuss potential ILL opportunities should we lose this service from the State Library. Many patrons have asked about the federal funds, and Alyson even had patrons offer to run local ILL routes for us if necessary (probably not a good idea from an insurance perspective, but support appreciated!). Patrons have been very positive in their support of SPML.
- Alyson will attend the NHLA conference. Jessi Dussault is covering the library.
- Alyson shared via email new proposed "Printing and Copying Rules." The 30-page maximum was developed after consultation with Jane Malmberg, who reported that a similar printing situation occurred in Walpole necessitating a limit. A few changes were made to the original draft. Susan moved that we adopt the rules as a policy as discussed and modified. Jude seconded. The policy was approved. Carol will post this to the webpage and share the revised version with Alyson for her use.

Circulation

1287 items circulated in March. Please note that the new Wonderbooks are coded as AudioCDs (Audiobooks), and they have been popular! It is due to the Wonderbooks that the Audio CD circulation has increased. The percentages are below.

- NHDB: 32%
- Adult Collection: 20% (24% of that total is NF)
- Youth Collection: 32%
- DVDs: 1%
- Audio & Magazines: 2%
- ILL: 12% (several of these loans were DVDs) 90 in; 70 out

Alyson vacation and sick time

None used. Fifteen days remain. Alyson will use time in May. We agreed that we will meet on May 22nd instead of the 15th. Alyson will post a sign and share on Facebook; Carol will update the webpage.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Susan pointed out that we have now used all funds from the technology grant. Susan also reported a request for documentation from 2023 regarding the bathroom renovation from the Town auditors. The full 2023 audit will happen in June and Susan is prepared for that. Matt made a point of thanking Susan and Carol for their work on the library finances.

Susan and Carol met with the bank to have Carol added as secondary signature on the bank accounts.

We approved a payment for service invoice from Melanson for their biannual cleanup and maintenance. In accordance with the MOU with the Town, the invoice will be passed to the Town (via Joe) for payment.

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.
 - Susan has begun to document her monthly process.
- Complete organizing old files and the file cabinets.

Maintenance Committee Report

The committee did not meet this month.

Old Business

Grants and Facilities

There was nothing to report.

Review of Policies

A brief discussion of the points shared in an email from Jude and Susan was discussed. They were not aware of a form regarding photographing children. Alyson indicated that she was going to update the form. Carol suggested Alyson work with Jude and Susan regarding any changes in the "Meetings and Activities" policy and the "Social Media" policy. The form will be included in one of these policies going forward. Other changes were agreed to. Jude will send Carol a list of which documents she needs and Carol will share the Word versions of these documents for use.

Roof and Building Scientist Review

Peter Yost of Building-Wright and William Rose of WBRA developed key questions and recommendations to augment the NHPA Condition Assessment Report and to more completely assess and understand the building performance of the Shedd-Porter Memorial Library. Through Susan, they suggested that a reasonable "hourly-not-to-exceed" figure would be 8 hours, meaning 8x\$300= \$2400 for their efforts in addressing the questions and issues noted from the report review and listed below. We agreed that this would be money well invested. Susan moved we accept the proposal of Peter Yost and Bill Rose for the not to exceed value of \$2400 for this work. Their findings and recommendations, along with a conclusion, from this review and received via email were as follows:

FINDINGS/RECOMMENDATIONS:

1. The NHPA CA includes quite a bit of detail regarding the composition/configuration of the existing building but also needed is a set of as-built drawings including cross-sections of all major assemblies—below-grade walls, above-grade walls and the roof, showing thicknesses of the component materials. Ciaran Lavery has indicated that this work needs to be completed.

RECOMMENDATION: *Determine* the specifics of as-built drawings; Bill Rose/Peter Yost to work with Ciaran Lavery on this.

2. A persistent problem for the library building has been the finish of the spiral staircase walls. Complete understanding of this issue requires as-built configuration of these walls.

RECOMMENDATION: *Drill* approximately six ¼- or ½-inch holes at various locations in the staircase walls drilling through the lath and through the brick backing, stopping as the drill contacts the inside face of the granite exterior. After recording the brick depth, the hole can be patched and painted.

3. NHPA CA page 15, 4th full paragraph: “...a perimeter foundation drainage system was installed by Given Masonry...” There are no details of this system in this report.

RECOMMENDATION: *Determine* the exact configuration of the 2018 perimeter drainage system.

4. There are several drainage systems for this building/property: roof drains, basement stairwell, 2018 perimeter foundation drainage system. All drains go somewhere: drain-to-daylight, drain to drywell(s), or connection to public storm sewer system.

RECOMMENDATION: *Determine* outlets for all building/site drainage systems. Contact the Town of Alstead Highway Department for information on storm drains around the building.

5. We don't really know exactly where all the roof drains (past & present?) are located, or their paths through the building, or their condition. NOTE: On page 25, the drawing shows a roof drain at the northeast corner of the copper perimeter gutter system, with the drain pipe running from that corner all the way to the back of the building within the roof system, dropping vertically somewhere in the exterior wall profile. Yet Figure 43 is a photo of this same roof drain location and there is no drain at this northeast corner of the building (nor in Figure 44 in the southeast corner of the perimeter gutter). NOTE: On page 76, the 4th full paragraph, the 2nd bullet: “Lowering six drainpipes...” Where are these 6 drain pipes?

RECOMMENDATION: *Determine* the location, pathways, diameters, materials, and condition of all drainage. This will require boroscoping each drain pipe system. Plumbers and roofers are often equipped to boroscope drain systems.

CONCLUSION:

If we can make all the determinations in these recommendations, we believe that we can reconfigure the Shedd-Porter Library building for greater energy efficiency, thermal comfort and durability via water management. The Library should anticipate major roof work to be done in order to correct the moisture problems in the building. The recommendations above are necessary information-gathering activities preliminary to determining the scope of future roof work.

New Business

Carol reported that Selectmen McCarty was quoted in the Selectboard meetings from March 25th as saying that a new Library roof is not necessary. We asked Joe to clarify the point with the Selectboard that the roof is past its expected life span and, although not in need of immediate replacement, it will need replacement in the near future. We suggested that the Selectboard's minutes might need modification to reflect this.

Potential Action/Agenda items for the next meeting, Thursday, May 22, 2025 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's/financial reports and accounting procedures committee update.
4. Maintenance/committee updates.
5. Roof work update.
6. Any grant updates.
7. Review of existing policies update.
8. IMLS update.
9. Updates on the status of the contract for the Director.
10. Any updates regarding phone service.
11. Other old business.
12. Any new business.

The meeting adjourned at 6:42 PM on a motion made by Susan and seconded by Jude; the motion passed unanimously.

Respectfully submitted by Carol Reller