

Shedd Porter Memorial Library Minutes
May 18, 2023 Meeting
Approved

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

Alternate: Joe Levesque, Jeff Smull

Guests: None present

The meeting was called to order at 5:07 PM. On a motion made by Susan and seconded by Kathy, the minutes from the April 20th meeting were approved.

Librarian's Report

Income

- Other library book sales: \$10
- CLiF Grant Reimbursement: \$138.68
- Non-Resident Fees: \$40
- Donations in Memory of Esther Luther: \$120
- Cinnamon Bun Saturday: \$80
- Miscellaneous Fees & Donations: \$18.75

Children's Happenings in the Library

- We are getting really excited for Summer Reading! The flyer has gone to the schools for inclusion in the final newsletter and will be mailed to town residents in the beginning of June.
- Alyson is rethinking Storytime for the fall. We have a broad age range on Fridays. We are thinking about changing Fridays to a twice-monthly Krafternoons for elementary-aged children. This would be a focused crafting time – toys would be put away. Team Read would meet on Fridays once a month. We would then introduce a Storytime once a week that would be early in the day for the younger, pre-school aged children - just reading and singing with no crafts. Kathy offered to help with the younger crowd. This might meet the needs of our growing crowd better.
- Our second Harry Potter event is coming up in the first week of June, and it is growing! Kids have taken their wands to school – and others have asked where they got them! Excitement is building – thank you CLiF!

Adult Happenings in the Library

- Lindsey has proposed a Page Turners in-person project – creating a Little Free Library. She has someone that would build it, but the Page Turners would gather to paint/decorate it. The hope is to reach people who never come in the building with a small outreach project on the Millot Green. Susan suggested we run this by the Selectboard first as it is Town property.
- The Page Turners book group is reading *Nomadland* by Jessica Bruder and will meet to discuss it on June 1st. All are welcome.

Administrative Happenings

- Barry Bellows, John Allen, and Matt Beam came to the library to begin working on a quote for the bathroom project.
- In other plumbing news, Dave Bailey was called to the library to fix a toilet problem. Dave mentioned that the “system is looking pretty aged – I recommend replacing it.”
- John Allen is aware of the precarious nature of our downstairs light fixtures. Alyson has a call in to him to see what (if anything) can be done for them.

Circulation

1379 items circulated in the community in April. The percentages are below:

- NHDB: 27%
- Adult Collection: 21% (47% was Non-Fiction – a big jump!)
- Youth Collection: 37%
- DVDs: 4%
- Audio & Magazine: 1%
- ILL: 10% (60 in; 78 out)

Alyson's Vacation and Sick Time

2 PTO days have been used; 16 remain.

Treasurer's Report and Finances

March, April, and May income and expense reports, reflecting February, March, and April were emailed prior to the meeting.

Karn reported that the audit went well, and she believes she has finished for the year.

We continued discussion regarding the “open invoice” from the Town regarding expenses versus budget, including cleaning fees. Matt shared a handout which showed the 2021 and 2022 invoice amounts from the Town. Matt subtracted maintenance costs to obtain potential balances of \$2471.02 for 2021 and \$5580.28 for 2022. Matt used assumed pay rates as a starting point. Alyson provided a different number for maintenance for 2021 which is \$2581.25 and \$3855.69 for 2022. Alyson's numbers came from reports from the Selectboard office via QuickBooks and/or email.

Karn motioned that we pay the Town the full amount of their invoice #9 for \$4009.06 for 2021 and Carol seconded. All were in favor. Karn also motioned that the Town deduct \$3855.69 for cleaning services from our 2022 allotment overage and remove cleaning costs from any future invoices for allotment overages. Carol seconded. All were in favor. It should be noted, based on our calculations, that should leave \$3250.63 due the Town for 2022. Matt will communicate this to the Town.

Carol pointed out that minutes from the April 11, 2023 Selectboard meeting might need to be addressed based on the following statement: *Mr. Saxton reminded the Board that the Library has paid for numerous building upkeep items in the recent past and that the Trustees feel that credit for those expenditures should be applied to the outstanding balance.* We all concurred that this was not our intention. Matt took an action item to bring this to the attention of the Selectboard as incorrect.

Building and Maintenance

Bathroom and Hallway:

Barry promises an estimate and scope of work by the end of May at which point Susan and Kathy will meet regarding applying for a grant from Mascoma Bank. As reported above, he was here with subcontractors to develop a quote. Susan reported that Barry had not only incorporated our ideas but expanded on them.

Front Door:

A full fix to recurring problems is still pending. We hope this will be addressed at the same time the bathroom work is performed.

Windows:

Again, nothing new to report.

Gutters and Roof:

Melanson did the spring cleaning and roof check. Per their invoice, there were 4 holes repaired in the EPDM roof membrane, two gutters were repaired, drains were cleaned, and preventative maintenance was performed. Alyson reported that she was told that the work would be documented with pictures, but these have yet to be received although we did get an invoice.

Other Buildings and Maintenance Items:

Kathy, Jeff and Carol met and developed a draft document for an agreement with the Town regarding maintenance. This was further updated with some input from Susan via email. This document is a statement of agreement and understanding and is entitled "Division of Responsibilities between the Town of Alstead and the Board of Trustees of the Shedd-Porter Memorial Library". Discussion ensued. Susan moved that we present this document to the Selectboard for their review and adoption via an email (Carol will send the email) to the Town Office Administrator requesting inclusion on the 23 May Selectboard meeting agenda. Kathy seconded. The motion passed. Susan and Kathy will attend the meeting to represent the Trustees.

Old Business**Grants and Facilities**

Kathy has submitted the grant to the NH Preservation Alliance for consideration but has not heard anything back yet.

Other Old Business

- Alyson and Carol are still pursuing artwork for a tote bag.
- Carol amended the donation policy as requested by Susan to reflect the approved warrant article for unexpected donations and shared this in a previous email. A motion was made by Susan and seconded by Karn to accept the changes. The motion passed.
- Kathy and Alyson are still collecting strategic plan questionnaires and now transitioning to analyzing the data collected.
- Kathy attended the NHLTA conference and described the sessions she attended. Kathy said the conference was very worthwhile and noted it will be held on May 14, 2024.

New Business

There was no new business reported.

Potential Action/Agenda items for the next meeting, Thursday, June 15, 2023 at 5:00 PM

1. Minutes reviewed and approved.
2. Librarian's report and budget discussion.
3. Treasurer's report.
4. Maintenance/committee updates.
 - a. Proposed agreement with the Selectboard.
5. Any grant updates.
6. Strategic planning updates.
7. Tote bag (basically on hold till after summer reading has started).
8. Liaison concept for Langdon.
9. Other old business.
10. Any new business.

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

Respectfully submitted by Carol Reller