

Shedd - Porter Memorial Library Minutes
September 18, 2025 Meeting
Approved

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

Alternate: Not present

Guests: None

The meeting was called to order at 5:00 pm. Susan had requested one modification to last month's minutes. We all concurred. On a motion made by Susan and seconded by Matt, the minutes of August 21, 2025 were approved as amended.

Librarians' Report

Children's Happenings in the Library

- Alyson is excited to welcome Cody Lounsbury to the position of Children's Library Assistant! She has been a faithful volunteer at SPML for the last year and has lots of experience with this age group. Her first Crafternoon was last week and things went great!
- Alyson has added an additional classroom to her regular school outreach rotation: the preschool classroom! She will be reaching out to three classes in a month, sharing books, reading, and getting kids interested in the library!
- Jessi Dussault and Alyson are heading to the Langdon Fall Festival this weekend. They will be painting pumpkins with the kids - the pumpkins have been graciously donated to us by the Festival Committee. There will also be books to share with the kids!
- The Scarecrow Party will be October 17th - let's hope for good weather!
- The CLiF Rural Libraries grant is now in full swing. Jodie Brown has stepped in and will be working on getting the Vilas/APS kick-off event organized.

Adult Happenings in the Library

- The Book Group had another great discussion – this time of Geraldine Brooks's *Horse. The Icon and the Idealist* is up next (October 2); we are all excited to discuss the Alstead connection with Mary Ware Dennett.
- We hosted a book swap with Chase's Mill on August 28th. It was a lot of fun and would be easy to do again this winter on our own.
- Joel McCarty has asked for permission to host a "Coffee with a Selectman" at the library on a Saturday morning when we would have no other programming. He would like to do this monthly. We concurred that was a reasonable request and permission was "granted".

Administrative Happenings in the Library

- Lisa Hawkins has been added to the Substitute List.
- Jessi Dussault has secured permission from the Langdon Selectboard to proceed ahead with a Little Free Library. Thank you, Jessi! The LFL is on order, and Jessi and Alyson will work together to get it installed.
- The Maintenance Committee did not meet this month.
- Sharon Phennah has suggested we place high-visibility duct tape on the stage step downstairs to ensure people do not trip and fall. There may be other areas where this would be a good idea too.
- We discussed the potential need for an Amazon Prime business account. Alyson will look into this.
- Matt and Alyson completed the Director's Evaluation on Tuesday. The Trustees had a chance to review the evaluation form.
- The Art Contest has received many fine entries, and we do have a judging panel. Nicole would like to extend the deadline till September 27th, then have judging take place in October.

Circulation

Circulation was robust in August – 1419 items checked out into the community. The percentages are below:

- Libby: 32%
- Adult Collection: 23% (20% of the total was Non-Fiction)
- Youth Collection: 27%
- DVDs: 5%
- Audio, Magazines, Wonderbooks: 2%
- ILL: 12% (90 in, 82 out)

Alyson Sick Days and Vacation

Eight days remain.

Treasurer's and Accounting/Finance Committee Reports

Reports were emailed to all Trustees previously. Carol questioned the percentages showing in the spreadsheet for the “Misc.” category and for tech grants. Susan will make corrections. Carol also asked about the percent of YTD budget remaining versus the actual dollars as they did not seem to jive; she noted that the building restoration was added into expenses but was not an original budget item at the start of the year; the same was true with the legal category. Carol suggested we have a separate section for nonbudgeted expenses so we can look at the budgeted expenses without these items skewing results. Susan will consider these changes and thought we should consider making this for income as well.

Carol pointed out that 2026 budget prep time is fast approaching. She offered to meet with Alyson and Susan during October.

Susan brought up the idea mentioned at the last meeting regarding the NH Public Investment Pool. She pointed out that the return at Three Bearings has been strong and the service from Three Bearings is excellent. Carol pointed out the investments used by Three Bearings are great funds and have been around a long time. We all felt there was no need to make a change at this point.

Susan indicated that a letter was received from the IRS which contained incorrect information. Susan is working with Three Bearings to update the information and resolve any questions.

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 (note that the committee did not meet this month)

- **Roof:**
Susan continues to discuss options with Ciaran Lavery. There may be need for more engineering review. We also need to put a scope down the drains to see what is going on down there. Pulling moisture out of the attic is also something that needs to be done – Susan wants to know the best method (dehumidifier, mini splits, or other than the above). She feels the committee needs to regroup and plan what comes next. Susan plans to reach out to Peter Yost soon.
- **Mini splits**
Pending until more roof planning is done.
- **Other Maintenance Items**
 - Chris Morrill will be coming to paint the outside windowsills and frames by the end of September per Matt.
 - Joe continues to investigate spill dams for the oil tank and is having a hard time finding one he thinks will do the job. He will reach out to the Town's current oil provider. – pending.
 - Front door – Carol talked to Barry, and he will work on the quote.

Old Business

Grants and Facilities

There was nothing new to report.

Updates on the Status of the Contract for the Director

Carol and Susan reported that this is temporarily on hold while we complete the draft personnel manual which is ready for input from Alyson, then the Trustees, and then on to our attorney. Susan, Carol and Alyson hope to meet prior to the next Trustees meeting. Carol will send the last revisions made to the manual to Susan and Alyson for a final look over prior to meeting to finalize the manual early in October.

New Business

Carol discussed the possibility of developing a CIP for the library building. She reported that there is nothing in the Town's CIP regarding the library building. Her vision is a "to do list" to start with, before it were to be finalized in any form. We agreed that this would be a good project for 2026. There may be helpful information in documents, including the building assessment prepared through the NH Preservation Alliance and the Strategic Plan developed by Kathy and Alyson.

Potential Action/Agenda items for the next meeting, Thursday, October 16, 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. 2026 budget prep update
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. Amazon business account.
9. Other old business.
10. Any new business.

The meeting adjourned at 6:40 PM on a motion made by Susan and seconded by Carol; the motion passed unanimously.

Respectfully submitted by Carol Reller