

Shedd Porter Memorial Library Minutes
February 13, 2020 Meeting
Approved

Present: Carol Reller, Alyson Montgomery, Matt Saxton, Susan Norlander, Jeff Smull, Karn McShane

Alternate: Joe Levesque

Guests: Allan Kauders

The meeting was called to order at 6:06 p.m. The minutes from the January 9th meeting were approved with a minor correction on a motion from Karn and a second from Jeff.

Librarian's Report

- Income from January included an anonymous donation of \$1000 along with an additional ~\$175 in miscellaneous donations and fees. Non-Resident fees totaled \$80 this month.
- Patron visits for January were 1166.
- **Happenings at the Library:**
 - Fritz Wetherby made a surprise visit to film 4 episodes of NH Chronicle. We do not yet know when these will air, but it should be soon. One episode did air on the 12th.
 - Rebecca Rule is coming March 5th at 6pm. We are grateful to the NH Humanities for this grant. She will be talking about NH Town Meetings...*Moved and Seconded* is her book. Alyson is exploring ideas for another NH Humanities event. Matt asked for Alyson to provide the list at the next meeting to discuss possibilities.
 - Due to a snow day, Sharon Phennah will now kick off Genealogy on February 20th.
 - The backpack program for children and families is up and running! Thank you CLiF!
 - Jen Aiken and Alyson have begun to plan our spring author visit day at Vilas. This is part of our CLiF Rural Libraries grant. Each Pre-K child will get free books! Sarah Porter and Acworth School are included in this event.
 - Alyson has started to set up the summer reading schedule. She anticipates two of the events will be grant funded.
 - The Mill Hollow Heritage Association would like Shedd-Porter to be a collection site for their programming survey. We agreed that the anonymous survey and box could sit out on one of the tables.
 - Thanks to recent snow days, the State Report is completed and submitted.
- **Circulation**
 - January was a fantastic month for books! The library was very busy - 1166 patrons came to the library in January. Checkouts were 1615! NHDB and ILL accounted for a third of the circulation this month.
- **Building Issues**
 - Charlotte has already contacted a carpenter to see about fixing the window once a decision is made regarding any restitution of costs.
 - The steps and walkway have been shoveled and sanded beautifully in the past couple of weeks. Alyson contacted Prescott to thank him. There is now playground sand here for us to use as well.
 - Further discussion ensued regarding any damage to the interior mosaic from either sand or the Magnesium Chloride. Although there is Magnesium Chloride (FireStorm) available, we will use sand as much as possible unless there is a severe ice storm. We will also place an additional runner heading to the library desk (Karn and Matt).
- **Alyson's Sick/Vacation Leave**
 - Alyson has 60 hours available for 2020.

Treasurer's Report

- The Treasurer presented reports for January. All accounts reconciled. Expenses were typical. It was noted that the ending balance was incorrect and was then corrected to \$18,793.51.
 - Allan Kauders mentioned using a different bank for a higher rate of savings rather than keeping what we have in the checking account. We agreed to explore this after the election.
 - We also discussed the balances in our four restricted funds; this information is provided by Bruce Bellows, Trustee of the Trust Funds for the town. There was some debate about these numbers changing year over year. The annual reports were checked for previous years and the information was not found.
 - A motion was made by Jeff and seconded by Susan to accept the financial reports as modified; the motion passed unanimously.
- Karn has installed QuickBooks and is migrating data, which involves manual input.

Old Business

- **Grants/Painting:**
 - Joe had nothing new on grants.
 - Susan received a quote from Chris Morrill on plasterwork, totaling \$3460. The plaster crew would bring their own staging and will test plaster for moisture prior to work starting. We need to contact Chris Morrill for a formal quote on the border (\$400 - \$500) and for painting.
- **Funds from Langdon**
 - Matt was contemplating not sending a letter this year asking for additional funds as he felt it might be better when we have a specific project. The consensus of others was that the support provided by Langdon would be best if it was annual, supporting operations, rather than supporting a specific project.
 - Karn and Allan suggested revising the end of Matt's draft letter, requesting a modified contribution based on the statistics of current Langdon patron usage. The amount requested, \$11,500, was calculated by determining the percent of library patrons from Langdon (~20%) and applying that percent to the Library operating budget of \$44,500. A motion was made by Susan and seconded by Karn to approve the modified version of Matt's letter to the Town of Langdon; the motion was approved. Matt will see that the letter is presented at the Langdon town meeting.

Library Policies

- The donations policy will be started shortly. Karn has been in contact with Three Bearings to discuss the process for accepting securities as a donation.
- A discussion is needed on the need for a lock down policy.
- The bylaws revision was tabled till the next meeting because of the lateness of the meeting. Emails with comments in advance appreciated.

New Business

- A storm window in the back of the library was broken by a rock. The youth that threw the rock was asked by the Police Department to write a letter of apology to the Board and to perform 5 hours of community service; he was also asked to provide restitution for a new window. After a brief discussion, the Board decided that the youth would not be required to make restitution (motion by Karn, seconded by Jeff). The Board felt that the act was not malicious. Alyson will be in contact with Corporal Wendy in regard to our decision and with Charlotte to start the repair process.
- A need for additional alternates was discussed.

- Carol mentioned that brainstorming had begun on a redesign of our website. She will share her brainstorming list.

Potential Action/Agenda items for the next meeting, March 12, 2020 at 6:00 PM:

1. Minutes reviewed and approved.
2. Librarian's report.
3. Treasurer's report.
4. Grant updates – LCHIP etc., planning
5. An update on painting estimates and any associated grants.
6. Policy discussion potentially including the bylaws, donations, and the need for a lock down procedure.
7. Update on software migration to QuickBooks by the Treasurer.
8. Potential needs for some of the checking account funds. Possibilities previously mentioned include painting and plaster work, website revision.
9. NH Humanities program list review.
10. The status of the letter to the Town of Langdon.

The meeting adjourned at 8:21 PM on a motion made by Karn and seconded by Susan; the motion passed unanimously.

Respectfully submitted by Carol Reller